

## Observation – Non-Teaching Faculty

**Directions:** Reviewers should indicate the presence of effective presentation skills, activities and behaviors in one scheduled workshop/presentation not to exceed 75 minutes.

N = Needs Improvement

S = Satisfactory

E = Exemplary

NA = Not Applicable

The observer should familiarize him/herself with the form ahead of time.

Unit Member Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

Activity observed: \_\_\_\_\_ Date/Time Observed: \_\_\_\_\_

Work Location: \_\_\_\_\_ Area (s): \_\_\_\_\_

# of Attendees: \_\_\_\_\_ Observation By: \_\_\_\_\_

**Narrative:** (examples: start on time? End on time? Agenda/Outline of session provided? Encouraged attendees to participate?)

### Depth/Breadth of Knowledge:

**Area Knowledge** Areas to evaluate include, but are not limited to, the following:

- Makes accurate statements according to area standards.
- Questions handled with clear, factual responses the majority of the time.
- An array of interpretations are presented where appropriate.
- The faculty member presents divergent viewpoints, where appropriate.
- Attendees are encouraged to question presentation material.
- Incorporates current research in the field and cites authorities to support statements
- Makes distinctions between fact and opinion.
- Communicates the reasoning process behind operations and/or concepts.
- If applicable, the faculty member generated the majority of area content and was not overly dependent upon third party generated materials.

Area Knowledge Narrative. Please provide a narrative that elaborates on the observed areas.

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**Methods/Techniques:**

**Variety and Pacing of Delivery** Areas to evaluate include, but are not limited to, the following:

- The organizational pattern utilized is appropriate to the nature of the subject or session (i.e., topical for analytical, sequential for process).
- Allows adequate wait time when asking questions.
- Responds to wrong answers constructively.
- Draws non-participating attendees into activities/discussions.
- Asks probing questions when attendee answers are incomplete.
- Guides the direction of discussion.
- Refrains from answering own questions.
- Asks questions of attendees that challenge them to think more deeply.
- Uses active learning strategies (group work, paired discussions, polling) to provide opportunities for attendees to practice what they have learned.
- Provides explicit directions for active learning tasks (e.g. rationale, duration, product).
- Uses open-ended, higher order questions.

Variety and Pacing of Delivery Narrative. Please provide a narrative that elaborates on the observed areas.

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**Organization** Areas to evaluate include, but are not limited to, the following:

- Relates this to prior knowledge of attendees, when opportunity to do so arises.
- Has all necessary materials and equipment readily available
- Summarizes periodically throughout and at the end of session or prompts attendees to do so
- Activity materials were appropriate and sufficient.

Organization Narrative. Please provide a narrative that elaborates on the observed areas.

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**Use of Technology** Areas to evaluate include, but are not limited to, the following:

- Effectively incorporates a variety of delivery technologies to enhance attendee learning (PPT, websites, YouTube, blogs, film, diagrams, etc.)
- Uses appropriate technologies (e.g. Canvas, website(s), e-mail) to provide supplemental materials
- All digital media formats were accessible.
- If applicable, faculty member maintains records of work within the MSJC Course Management Systems (i.e. Canvas)

Use of Technology Narrative. Please provide a narrative that elaborates on the observed areas.

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**Effectiveness of Communications:**

**Communication Skills** Areas to evaluate include, but are not limited to, the following:

- Communicates clearly in both written and verbal forms.
- Uses positive and appropriate humor.
- Establishes and maintains eye contact when communicating with others.

Communication Skills Narrative. Please provide a narrative that elaborates on the observed areas.

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**Clarity** Areas to evaluate include, but are not limited to, the following:

- Notes and explains relevant terms or concepts.
- Elaborates or repeats complex information.

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- Uses examples to explain content.
- Relates new ideas to familiar concepts.

Clarity Narrative. Please provide a narrative that elaborates on the observed areas.

**Rapport:**

**Interaction** Areas to evaluate include, but are not limited to, the following:

- Sets appropriate tone.
- Redirects questions, when appropriate.
- Responds respectfully to attendee comprehension or puzzlement.
- Invites attendee participation and comments.
- Incorporates attendee responses when appropriate.
- Encourages attendee participation and intellectual risk-taking.
- Addresses attendees' needs and concerns.
- Respects attendees' personal culture, gender differences, and disabilities.
- Responds appropriately to attendees to foster a non-threatening, pro-active learning environment.

Interaction Narrative. Please provide a narrative that elaborates on the observed areas.

**Commendations** What went well in this session? Please acknowledge professional development/activities (e.g. conferences, club advisor, presentations, committee participation, etc.)

**Recommendations** What suggestions for improvement do you have? Were the recommendations from the prior evaluation cycle addressed? (Please place this last question in the administrative evaluation template.)