



## **UFV Initial Probationary Faculty Classroom Observation Report**

### **Purpose:**

The purpose of this classroom observation is to provide information to initial probationary faculty members that highlights their areas of strength and of where there is room for improvement in teaching.

UFV values the use of a diversity of instructional methods and this report should focus on and reflect upon the effectiveness of the methods used. Classroom observers should recognize that not all sections in the report will be appropriate for all classes (e.g. hybrid or online, field based, differentially scheduled, etc.)

### **Procedure:**

Before the classroom (or equivalent) visit, the probationary faculty will provide the observer with a copy of the course outline. The faculty member and observer will meet before the class and the member will indicate to the observer:

- 1) where in the course syllabus this particular class falls;
- 2) the topic and context of the lesson;
- 3) the instructional methods to be used;
- 4) the expected learning outcomes of the lesson; and
- 5) comments on the general nature and characteristics of the class.

On the day of the observation, the faculty member will announce to the class that an observer is present and introduce him or her. The observer will arrive before the class begins and remain for the entire session.

Within five instructional days of the observation, the faculty member and observer will consult on the results of the observation. The last item of this report provides an opportunity for the evaluated faculty member's own observations and comments.

This report will become part of the IPEF.

**As per the COVID-19 Pandemic Collective Agreement Variance**, classroom observations will occur as per normal for classes taught in person. For classes that have been delivered in a remote mode, the classroom observation will be replaced by a review of a sample week of the course shell (and observation of a synchronous instructional activity, if applicable); the faculty member under review shall select the week to be reviewed.

For regular faculty undergoing an IPEC review, the review (observation) shall be conducted by the chair or a member of the Individual Probationary Evaluation committee (IPEC).

## Classroom Observation

Peer reviewers will use this template for teaching observations in remote learning environments

Probationary Faculty Member:	
Course:	
Number of Students Registered:	
Number of Students Present:	
Learning Environment:	
Observer:	Week of Observation:

**Instructions:** Rate the instructor in each of the categories and comment in the space under each heading. Indicate in the last two sections the instructor's strengths, areas for improvement, and recommendations for improvement.

**5 = Very Good   4 = Good   3 = Fair   2 = Poor   1 = Very Poor   NA = Not Applicable**

<b><u>Knowledge of Subject</u></b>						
Demonstrates command of subject matter	5	4	3	2	1	NA
Demonstrates ability to convey relevance of subject matter	5	4	3	2	1	NA
<b><i>Comments:</i></b>						

**Instructional/Communication Skills*****Presentation:***

Explains ideas clearly	5	4	3	2	1	N/A
Shows enthusiasm and stimulated interest in course material	5	4	3	2	1	N/A
Presentation is appropriate level for students	5	4	3	2	1	N/A
Language is appropriate level for students	5	4	3	2	1	N/A
Voice is clear, audible and engaging	5	4	3	2	1	N/A
Eye contact an effective physical gesture	5	4	3	2	1	N/A

***Comments:******Use of Technology:***

Online material clear and easy to read	5	4	3	2	1	N/A
Objectives and expectations of the course are clear in the Online environment (Blackboard, Zoom, etc.)	5	4	3	2	1	N/A
Technology/media used is appropriate	5	4	3	2	1	N/A
Technology/media is used effectively	5	4	3	2	1	N/A

***Comments:*****Question Answering**

Responds appropriately to student questions and comments	5	4	3	2	1	N/A
Accessible online for help and consultation	5	4	3	2	1	N/A
Approachable to discuss course related matters in the online environment.	5	4	3	2	1	N/A

***Comments:***

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**Learning Environment**

***Organization and Management:***

Defines learning outcomes/presents overview for the class presentation	5	4	3	2	1	N/A
Effectively organizes learning situations to meet the learning outcomes of the class presentation	5	4	3	2	1	N/A
Uses class time effectively/pacing was appropriate	5	4	3	2	1	N/A
Creates an inclusive class environment within the online environment.	5	4	3	2	1	N/A

***Comments:***

***Student Responsiveness:***

Uses instructional methods encouraging student participation in the learning process	5	4	3	2	1	N/A
Encourages critical thinking and analysis	5	4	3	2	1	N/A
Provides opportunities for students to contribute to their learning experience	5	4	3	2	1	N/A

***Comments:***

What are the faculty member's major strengths?

What specific recommendations would you make to improve the faculty member's teaching of this class?

OVERALL EFFECTIVENESS RATING	5	4	3	2	1	N/A
<i>Comments:</i>						

Observer's signature: \_\_\_\_\_

**PROBATIONARY INSTRUCTOR'S OBSERVATIONS/COMMENTS ON THE CLASS OBSERVED**

The post-class conference was completed on: \_\_\_\_\_

Observer Signature: \_\_\_\_\_

Faculty Member's Signature: \_\_\_\_\_