

PART TIME FACULTY EVALUATION CHECKLIST
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Faculty Name:

Class: _____

Date:

- | | YES | NO | N/A |
|---|------------|-----------|------------|
| 1. CLASSROOM/TIME MANAGEMENT | | | |
| a. Began class on time | | | |
| b. Explained class procedures (where appropriate) | | | |
| c. Implemented class procedures (where appropriate) | | | |
| d. Maintained order in class | | | |
| e. Managed time effectively | | | |
| 2. INSTRUCTIONAL MATERIALS | | | |
| a. Materials for class were made available to students (if appropriate) | | | |
| b. Course materials were professional and organized in appearance | | | |
| 3. INSTRUCTIONAL DELIVERY AND COMMUNICATION | | | |
| a. Began instruction by outlining objectives for class | | | |
| b. Used multiple instructional delivery strategies | | | |
| c. Pace of presentation was appropriate for material | | | |
| d. Used correct language: grammar and syntax | | | |
| e. Provided multiple examples to explain difficult content | | | |
| f. Sequence of lesson activity appeared logical and progressive | | | |
| g. Instructor created a climate and tone conducive to learning | | | |
| 4. STUDENT ENGAGEMENT | | | |
| a. Students were encouraged to ask questions | | | |
| b. Instructor provided positive and supportive feedback | | | |
| c. Instructor responded appropriately to students | | | |
| 5. TECHNOLOGY | | | |
| a. Instructor used technology/multi-media in the classroom | | | |
| 6. How many times has this instructor taught this course over the last 7 years?
Program Coordinator observation recommended: YES: NO: | | | First time |

Reason: