1. General Information

|  |  |
| --- | --- |
| Instructor’s Name |  |
| Course Name |  |
| Class Start Time |  |
| Classroom Location |  |
| Semester and Year |  |
| Observation Date |  |
| Date and time of Follow-up Conference |  |

1. **Before the observation**:

A. The Instructor and Faculty Observer should establish a mutually agreeable date and time for the class visit. Either party may request a pre-observation conference if desired.

B. The Instructor completes Part A and submits it to the Observer at least 24 hours in advance.

2. **Within 2 weeks following the observation**:

A. The Faculty Observer and Instructor agree on a time for the follow-up conference.

B. At least 24 hours before the follow-up conference, the Instructor should submit a copy of an assignment they have given their class, along with an accompanying assessment guide that was used (a key, a rubric, etc.). Additionally, the Instructor should photocopy grade samples from their current class, at least one sample per grade assigned (i.e., one A, one B, one C, etc.).

3. **At the follow-up conference**:

A. The Faculty Observer returns the observation form, with Part B filled out.

B. The Instructor and Observer discuss assessment, based on the assignment provided.

C. The Instructor and Observer discuss strengths, areas for development, and any particular questions that either party has regarding the class or observation.

D. Both parties sign the observation form. The instructor may add comments if desired.

4. **After the follow-up conference,** a copy is made of the completed and signed form for both the Observer and Instructor, and the original is submitted to the Department Chair. This document will become part of the instructor’s personnel file; it may be used by the Department Chair for purposes of assessing employment, etc.

## Part A: Preparation for the Class Visit / Description of the Material to be Covered *(to be completed by the instructor at least 24 hours prior to the scheduled visit)*

1. What topic(s)/concept(s) will you be covering in class, and what methods will you use to teach this material?

2. What particular areas of your course or teaching do you want the observer to pay particular attention to?

## Part B: Graded Assignment

1. General Information

|  |  |
| --- | --- |
| Percentage of grade/points possible |  |
| Type of assignment  (paper, homework test, etc.) |  |
| # of students in the class |  |
| Grade distribution for this assignment |  |

Part C: Faculty Observer’s Comments

*(answer with a short paragraph, 4-5 sentences, for each question.)*

1. Based on your observation, what are the strengths of this instructor?

#### 2. Based on your observation, what suggestions do you have for development of instructional effectiveness?

##### Part D: Instructor’s Response to Part B *(optional)*

###### Required Signatures

Instructor Date

Faculty Evaluator Date

You may be entitled to know what information The University of Texas at Arlington

(UT Arlington) collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.