

**San Jose/Evergreen Community College District
DRAFT #2- OBSERVATION FORM FOR ONLINE FACULTY**

FACULTY MEMBER'S NAME: _____

Course: _____

Date of Observation: _____

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Online Faculty

RATING

COMMENTS

1. Demonstrates current knowledge of the subject material.		
2. Adheres to the course outline or content.		
3. Employs effective teaching methodologies and materials consistent with online/hybrid instruction.		
4. Teaches at an appropriate level for the course.		
5. Presents online course content clearly, concisely and effectively.		
6. Maintains student-faculty relationship conducive to learning.		
7. Promotes student online discussion and questions about course material.		
8. Maintains consistent communication with the class via discussion forums and emails.		
9. Communicates expectations that are well-defined regarding student conduct (both face-to-face and online) and participation in the course.		
10. Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities.		

Evaluator: _____

Date: _____