

Informal Observation Record



(For Unannounced Faculty Observations Only)

An informal evaluation is a supervisor’s assessment of an unannounced classroom observation—whether a full observation (observing the full length of the course) or a limited observation (less than 20 minutes). Informal observations are used to provide faculty with immediate feedback on their instruction.

Employee’s Name _____ **Position:** _____

Evaluator’s Name _____ **Position:** _____

Today’s Date: _____ **Time of Observation:** _____

	Unsatisfactory	Below Expectations	Meets Expectations	Exceeds Expectations	N / A
A.. Uses a variety of instructional strategies to encourage students’ critical and creative thinking, problem solving, and performance skills					
B. Creates an active learning environment through effective teaching strategies that encourage participatory engagement in learning, positive intellectual interactions and student ownership of the learning					
C. Provides evidence of student learning through tangible results (i.e., student work, exit exam results, portfolios, projects, performances, etc.)					
D. Demonstrates effective use of technology to augment instruction					
E. Demonstrates effective questioning techniques that encourage students to think and respond critically					
F. Demonstrates effective teaching approaches in a laboratory setting					
G. Creates a student-centered learning climate that supports the positive development of students					
H. Students were required to demonstrate their understanding of what was being taught.					
I. Rapport with students was established and positive.					
J. Topic of presentation was well organized and delivered in a logical sequence.					
K. Teacher demonstrated enthusiasm for the topic and had a strong grasp of the subject being taught					

Additional Comments (optional): _____
