

**APPENDIX D-2 (b)**

(ARTICLE IX – EVALUATION – D(2), P.35)

**DISTANCE EDUCATION INSTRUCTION OBSERVATION FORM**

Background Information:

Instructor evaluated \_\_\_\_\_ Department \_\_\_\_\_

Course \_\_\_\_\_ Elective/required \_\_\_\_\_

Date \_\_\_\_\_ Number of students participating \_\_\_\_\_

Type of class \_\_\_\_\_ Level of class \_\_\_\_\_

Type(s) of technology used \_\_\_\_\_

Did technology function properly? (This question is not about the instructor's performance.) \_\_\_\_

Number of times the instructor has taught this course \_\_\_\_\_

What portion(s) of the course did you observe (e.g., instructor's content, student discussion)?

Date of pre-observation conference and discussion \_\_\_\_\_

Evaluator \_\_\_\_\_

Observation:

The purpose of this observation is (1) to provide a database for more accurate and equitable decision on reappointment and (2) to improve faculty performance.

Please consider each item carefully. Write the rating in ink for each item according to the scale below.

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| <b>Highest</b> | <b>Satisfactory</b> |          |          | <b>Lowest</b> | <b>Not<br/>Applicable</b> | <b>Unable<br/>to Comment</b> |
|----------------|---------------------|----------|----------|---------------|---------------------------|------------------------------|
| <b>5</b>       | <b>4</b>            | <b>3</b> | <b>2</b> | <b>1</b>      | <b>NA</b>                 | <b>U</b>                     |

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The instructor:

- 1. Organized materials and learning activities well.
- 2. Encouraged relevant student participation.
- 3. Related course concepts in a systematic manner.
- 4. Demonstrated engagement with the subject matter.
- 5. Communicated appropriately to all levels of students.
- 6. Explained ideas clearly.
- 7. Demonstrated command of subject matter.
- 8. Responded appropriately to student questions and comments.
- 9. Encouraged student engagement with the material.
- 10. Overall rating.

Additional comments:

Date of post-observation conference and discussion \_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

I certify that I have read this document.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

**APPENDIX D-3**

(ARTICLE IX- EVALUATION – D(3), P.35)

**COMPREHENSIVE RESUME FORM**

Faculty Member's Name \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_

Use this checklist to indicate what materials are included with this resume.

- 1. Official transcripts of additional course work completed since last evaluation.
  
- 2. Progress reports from authorities supervising or directing advanced study (where appropriate).
  
- 3. Bibliography of published works.
  
- 4. Documentation of other professional activities.

This form must be attached to an updated comprehensive resume.

**APPENDIX D-4**

(ARTICLE IX – EVALUATION – E(2), p.36)

**FORM FOR THE EVALUATION BY DGCE CHAIR**

Faculty Member's Name: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

Date of Last Evaluation: \_\_\_\_\_

Date of This Evaluation: \_\_\_\_\_

**DIRECTIONS:**

Evaluate each faculty member on Items A through C.

**CRITERIA:**

A. Teaching Effectiveness (Article IX, p.33)

B. Course Advising (Article IX, p.33)

C. Other Instructional Obligations (Article IX, p.33)

This is to certify that I have read this document

\_\_\_\_\_  
Signature of DCGE Chair

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date