

APPENDIX E-2 A.

Probationary Faculty Observation Report

[For Discussion with the Evaluatee Prior to the Tenure Review Committee Meeting]

Evaluee (Print Name) _____ Semester _____

Evaluator (Print Name) _____ Date observed _____

Class/assignment observed _____

Prepare a separate Observation Report for each class/assignment observed.

Professional Competence	Satisfactory	Needs Improvement	Unsatisfactory
Demonstrates professional knowledge in their field of preparation/instruction during the performance of assigned duties			
Communicates ideas, instructions, assignments, and other presentations effectively, clearly, and accurately			
Knows and uses materials and methods designed to achieve the objectives of the area of service assigned			
Professional Responsibilities			
Utilizes effective pedagogical techniques in order to enhance the communication of ideas and promote optimal learning, critical thinking, and performance skills			

Strengths observed (**narrative required**):

Suggestions for improvement (**narrative required**):

Overall Observation: **Satisfactory** **Needs Improvement** **Unsatisfactory**

This observation was discussed with the evaluatee on (date): _____

Evaluator: _____ *Signature* **Date:** _____

Evaluee: _____ *Signature* **Date:** _____