Faculty Online Classroom Observation Form

PRAIRIE VIEW A&M UNIVERSITY

Faculty Member's Name		**Date**	
Department		**College / School**	
Title of Course Reviewed		**Course Number / Section**	
Module Title(s)			

Faculty Member's Status: ☐ Tenured ☐ Tenure-Track ☐ NTT/APT ☐ Adjunct

Purpose: ☐First-Year ☐Mid-Tenure Review ☐Tenure and/or Promotion Review ☐Periodic ☐Other

Instructions: The faculty member will choose one (or more, if necessary) online course module for review. For faculty with 50% or more of their assigned classes offered online in a semester, the review covers the online course environment as a whole. For hybrid courses, this form covers the online components; in-person sessions may be observed using the Faculty Classroom Visitation Form.

Excellent = 5	Above Average = 4	Average = 3	Below Average = 2	Inadequate = 1	Not Applicable / Not Observed = N/A

The ratings below reflect the consensus of the committee. If observers do not agree on a rating, this should be noted in the Justify Ratings column. Items marked N/A are excluded from the average rating.

I. Minimum Presence Checklist (not included in the overall rating)	Yes/No	Comments
1. Access the class: Course is published so students can access the class.		
2. Link Syllabus with HB2504 Website: Located on the Canvas Syllabus page using the most current template.		
3. Link Vitae with HB2504 Website: Located on the Canvas Syllabus page using the most current template.		
4. Complete the Instructor Information Block: Instructor information is in the course (e.g., Syllabus page).		
5. Use of the eCourses Gradebook: Canvas Grades feature is used, up-to-date, and reflects percent or point values noted in the syllabus.		

Observations regarding minimum presence:

Any item marked No is shared with the faculty member for correction and does not affect the teaching ratings.

II. Course Organization	Rating	Justify Ratings
1. Course is organized logically within Canvas, with consistent navigation.		
2. Includes a module Overview and Objectives page that lists the module-level learning objectives and required activities, aligned with the Student Learning Outcomes.		
3. A first-time student can easily find the syllabus, schedule, due dates, and where to get help, including links to student support services.		

Observations regarding course organization:

Average Rating:

III. Clarity of Instructional Materials	Rating	Justify Ratings
1. Instructional materials are clear and accurate.		
2. Materials are accessible to all students (e.g., captioned videos or transcripts, readable documents with headings).		
3. Course materials reflect current knowledge in the field.		
4. Content is rigorous and challenging, and appropriate for the level of the course.		
5. Learning activities, assignment instructions, and grading criteria are clearly articulated.		

Observations regarding clarity of instructional materials:

Average Rating:

IV. Communication with Students	Rating	Justify Ratings
1. Communicates with students regularly (e.g., announcements, reminders).		
2. Responds to student inquiries within the response time stated in the syllabus.		
3. Communicates course expectations and policies clearly (e.g., response times, late work, netiquette).		

Observations regarding communication with students:

Average Rating:

V. Engagement Strategies	Rating	Justify Ratings
1. Activities require students to interact with one another in meaningful ways (e.g., discussion, case studies, peer review, group projects).		
2. The instructor initiates regular interaction that deepens understanding (e.g., facilitated discussion, live sessions, short video lectures).		
3. Activities require students to think about and apply the content (e.g., readings, videos, interactive assignments).		

Observations regarding engagement strategies:

Average Rating:

VI. Timeliness and Quality of Feedback	Rating	Justify Ratings
1. Provides feedback within the turnaround time stated in the syllabus, as appropriate for the type of assignment.		
2. Feedback is specific, tied to the grading criteria, and helps students improve.		

Observations regarding timeliness and quality of feedback:

Average Rating:

VII. Alignment of Assignments and Assessments with Student Learning Outcomes	Rating	Justify Ratings
1. Learning outcomes, activities, and assessments clearly connect to one another.		
2. Grading criteria (e.g., rubrics) are provided and reflect the learning objectives.		

Observations regarding alignment of assignments and assessments:

Average Rating:

Summary

Overall Rating (Average of Sections II–VII):

Strengths observed:

Recommendations for improvement (please note the section each recommendation relates to):

Observation Committee

Observations are conducted by a three-member faculty committee. Tenured and tenure-track faculty are observed exclusively by tenured faculty. NTT/APT faculty are observed by a committee of two NTT/APT faculty members, chaired by a tenured faculty member. Adjunct faculty are observed by the department head or one tenured faculty member designated by the department head.

Role	Name	Rank / Title	Signature	Date
Committee Chair			SIGN	
Observer 2			SIGN	
Observer 3			SIGN	

Faculty Acknowledgment

My signature confirms that I have received and reviewed this observation report. My signature does not necessarily indicate agreement.

☐ I have no response to this report.

☐ I wish to submit a written response or request a review (complete the section below).

Faculty Member Signature SIGN **Date**

Faculty Response / Request for Review

Faculty members who wish to respond to or raise concerns about this observation report may do so through their department head or dean. Please describe your response or concerns below or attach a separate statement.

Response or concerns:

☐ Separate statement attached

Faculty Member Signature SIGN **Date**

SIGN

Received By (Department Head or Dean) – Name and Signature **Date**