**PERALTA COMMUNITY COLLEGE DISTRICT**

**CLASSROOM OBSERVATION REPORT FORM**

# TRC/Evaluation Committee Member

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
|  | |  | | |
| **Tenure Candidate Name** | | **College** | | |
|  |  |  | | |
| **Semester** | **Academic Year** | **Course Code** | | |
|  | |  |  |  |
| **Course Name/Number** | | **Lecture** | **Lab** | **Time** |
|  | |  | | |
| **Observer** | | **Date of Observation** | | |
|  | | | | |

*Prior to the observation, the observer shall meet with the tenure candidate to discuss the goals and* objectives for the class. The observer should be familiar with the course outline. The candidate may provide the observer with any additional course materials considered appropriate.

**Please comment on each of the following:**

|  |
| --- |
| **1. The objectives for the class session were achieved.** |
|  |
| **2. The method of presentation was appropriate in meeting the objectives.** |

|  |
| --- |
| **3. The candidate was well prepared for the class session.** |
|  |
| **4. The candidate communicated effectively with students.** |
|  |
| **5. The candidate clarified the objectives for students.** |
|  |
| **6. Students participated in activities as expected.** |
|  |
| **7. Support materials (media, manuals, equipment) were appropriately and effectively used.** *(Note if not applicable.)* |

|  |  |  |
| --- | --- | --- |
|  | | |
| **8. Overall assessment of the candidate. Include commendations and recommendations.** | | |
|  | | |
| **9. Professional considerations, including applications of knowledge base, motivation and interpersonal skills, and professional responsibility.** | | |
|  | | |
| **10. Overall Performance Rating** | | |
|  | **Superior***—surpasses requirements; exceeds expectations* | |
|  | **Satisfactory***—meets all standards of excellence as described in the policy* | |
|  | **Below Standards**—*does not consistently meet requirements* | |
|  | **Unsatisfactory**—*does not meet requirements; ineffective* | |
| **SIGNATURES** | | |
|  | |  |
| **Observer** | | **Date** |
|  | |  |
| **Tenure Candidate** | | **Date** |

*The tenure candidate’s signature on this form does not constitute acceptance of this evaluation. The candidate has the right to append his/her own written comments.*