**PERALTA COMMUNITY COLLEGE DISTRICT**

**CLASSROOM OBSERVATION REPORT FORM**

# TRC/Evaluation Committee Member

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

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

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

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| **8. Overall assessment of the candidate. Include commendations and recommendations.** |
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| **9. Professional considerations, including applications of knowledge base, motivation and interpersonal skills, and professional responsibility.** |
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| **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.*