

Suffolk County Community College  
Selden, New York 11784

Form B1

EVALUATION OF CLASSROOM FACULTY

Name of Faculty Member \_\_\_\_\_ Rank \_\_\_\_\_

Discipline \_\_\_\_\_ Campus \_\_\_\_\_

Course and Section \_\_\_\_\_

Name and Title of Evaluator \_\_\_\_\_

Date and Time of Evaluation \_\_\_\_\_

Date and Time of Post-Observation Conference \_\_\_\_\_

General Description of Type of Class (e.g., lecture, lab, discussion, performance, etc.) and  
Topic (e.g., the specific subject matter of the class session).

THE TEACHER AND THE SUBJECT MATTER

Comment On:

- Knowledge of subject matter
- Mode of presentation
- Ability to explain material with clarity and organization
- Willingness and ability to re-explain information, to answer questions, and to draw upon additional references (including use of audio-visual aids, blackboard, etc.)
- Effective use of time in class (appropriate to the needs of the students, the demands of the material presented, and the course syllabus)

A summary of this faculty member's performance in this area would be

Excellent	Very Good	Satisfactory	Needs Improvement
( )	( )	( )	( )

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OPTIONAL FACULTY RESPONSE

(Use additional paper if necessary; please be sure to include the following information)

Name of Faculty Member \_\_\_\_\_ Rank \_\_\_\_\_

Discipline \_\_\_\_\_ Campus \_\_\_\_\_

Course and Section \_\_\_\_\_

Name and Title of Evaluator \_\_\_\_\_

Date and Time of Evaluation \_\_\_\_\_

Date and Time of Post-Observation Conference \_\_\_\_\_

THE TEACHER AND THE STUDENT

Comment On:

- Evidence of positive student attitude toward the course
- Encouragement of effective class participation
- Ability to meet diverse student needs

A summary of this faculty member's performance in this area would be

Excellent	Very Good	Satisfactory	Needs Improvement
( )	( )	( )	( )

PROFESSIONAL PERFORMANCE

Comment On:

- Evidence of appropriate evaluative standards in measuring student achievement
- Evidence of availability to the student outside the classroom
- Regular and punctual attendance and effective discharge of duties that affect students (e.g., rosters, grades, office hours, outlines, return of exams and papers, etc.)

A summary of this faculty member's performance in this area would be

Excellent

Very Good

Satisfactory

Needs Improvement

( )

( )

( )

( )

OVERALL RATING

Comment on

- Overall impression of class
- Typicality of the class (be sure to state the basis of your knowledge) e.g., context in which class appears in the course
- Specific recommendations

- ☐ I understand that I may file a written reply to any portions of this report, and that the reply will be attached to this report.
- ☐ I understand that my signature on this report does not constitute agreement or disagreement with the contents.

Faculty signature \_\_\_\_\_ Date \_\_\_\_\_

Evaluator signature \_\_\_\_\_ Date \_\_\_\_\_

☐ Comments attached