UTAH TECH UNIVERSITY™

TEACHING EVALUATION FORM

Instructions to the supervisor:
- *Please respond to the questions that are applicable and relevant to the course and delivery method.*
- *Evaluation of online/blended courses should focus on (1) week or unit of content on the LMS.*
- *Evaluation of all courses should include review of the syllabus and LMS page.*
- *After course, evaluation meet with the instructor to discuss the feedback.*

Instructions to the instructor being evaluated:
- *Review supervisor's evaluation and comments.*
- *Make any comments in the box on the next page.*
- *Sign and date the form.*
- *Keep a (photo)copy of the signed form in your files and add to the online faculty portfolio.*
- *Send the signed pdf or hard copy to the dean's office.*

Instructor/faculty evaluated: _____

Course evaluated: _____ Date: _____

Class/course evaluated was: *In-person*   *Blended*   *Online synchronous*   *Online asynchronous*   *Flex*

	Comments
General	
Syllabus includes required content as outlined in policy	
Course LMS page includes welcome, instructor contact info, syllabi, posted grades, and meets all other requirements as outlined in policy	
Classroom environment	
Is aware of classroom environment	
Encourages active student participation and engagement	
Is sensitive to and seeks to clarify student concerns	
Treats students with respect and addresses them by name	
Establishes a positive learning environment	
Class and/or course organization	
Organizes presentation(s) & materials effectively	
Presentations and materials are up to date	
Sets clear expectations	
Uses class time well	
Summarizes content periodically	
Pedagogy	
Uses a variety of teaching techniques and learning activities	
Demonstrates how to apply concepts to real-world problems effectively	
Presents facts and concepts from related fields when applicable	
Speaks audibly and clearly	
Integrates appropriate technology and media to support concept knowledge acquisition	
Incorporates active learning activities	
Assignments and feedback	
Provides clear instructions for assignments	
Provides clear and constructive feedback	
Uses pre-assessments, formative and/or summative assessments that match learning objectives	
Grades and posts grades for assignments in a timely manner that acknowledges the scope of the assignment	

Additional observations and comments from the supervisor:

Supervisor name	*Supervisor signature*	*Date*

Instructor's reply and comments:

I have read this report and am aware that my signature does not necessarily indicate that I concur with the evaluation.

Instructor name	*Instructor signature*	*Date*