

PHYSICS, ASTRONOMY & GEOSCIENCES DEPARTMENT:

CLASSROOM VISITATION REPORT

Evaluation of teaching by faculty colleagues is intended to promote improvement of teaching as well as to gather evidence of teaching effectiveness. The following guidelines should be considered when planning and participating in this process.

1. The date of the visit shall be arranged at least one week in advance of the class period.
2. All visits will be conducted by members of the PDTTC. Two faculty members if possible will visit a class period together.
3. The visited and visiting faculty members will meet at least one day prior to the class period so that the visited member may discuss philosophy and objectives for the course and provide a syllabus, etc., to any visitor.
4. Within one week after the visit, an open and professional post-visit conference will be held to discuss the observations made by the visiting faculty members. At this time each visitors proposed Report (see below) will be discussed.
5. Within two weeks after the visit, each visiting faculty member will have completed and placed the Classroom Visitation Report, signed by both visitor and visited, into the visited P&T folder. The visited faculty member (and mentor, if any) will also receive a copy of this report.

VISITED FACULTY MEMBER _____

VISITING FACULTY MEMBER _____

DATE VISITED FACULTY MEMBER WAS INFORMED OF VISIT _____

DATE OF CLASSROOM VISITATION _____

COURSE _____

TOPIC BEING TAUGHT _____

DATE AND BRIEF SUMMARY OF PRE-VISIT MEETING:

SPECIAL TECHNIQUES EMPLOYED (demonstrations, videos, etc):

GENERAL OBSERVATIONS: (Note especially efforts to engage students through questions, small group discussions, brief presentations, etc.)

STUDENT RESPONSE:

SUGGESTIONS FOR IMPROVEMENT:

DATE OF POST-VISITATION CONFERENCE: _____

SUMMARY (BY VISITOR) OF POST-VISITATION CONFERENCE:

COMMENTS BY VISITED FACULTY MEMBER:

SIGNATURE OF VISITING FACULTY: _____

SIGNATURE OF VISITED FACULTY: _____