

**NEW YORK CITY COLLEGE OF TECHNOLOGY  
OF THE CITY UNIVERSITY OF NEW YORK**

**FACULTY CLASS ROOM OBSERVATION REPORT** Year \_\_\_\_\_

**Untenured**

**Tenured**

**Department** \_\_\_\_\_ **Course/Section** \_\_\_\_\_

Name of Observee \_\_\_\_\_ Rank \_\_\_\_\_  
Last Name, First Name

Name of Observer \_\_\_\_\_ Rank \_\_\_\_\_

Date of Observation \_\_\_\_\_ Room \_\_\_\_\_

Lesson Topic & Brief Summary \_\_\_\_\_

**Please complete each item. This report will be returned unless each category contains supporting comments. Use additional pages if necessary.**

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1. CLASSROOM MANAGEMENT (prompt start, efficient attendance check):  
 Satisfactory  Unsatisfactory

2. PROFESSIONAL TRAITS (professional appearance and demeanor, clarity, volume, and pace of speech; establishment of rapport with students)  
 Satisfactory  Unsatisfactory

3. **SUBJECT MASTERY** (accuracy of presented material, use of appropriate terminology, competence in use of equipment)  
(  )Excellent (  )Very Good (  )Satisfactory (  )Unsatisfactory
  
4. **ORGANIZATION AND DEVELOPMENT OF MATERIAL** (clear statement of objectives, logical sequence, budgeting of time, review, summary, and outside assignments as appropriate)  
(  )Excellent (  )Very Good (  )Satisfactory (  )Unsatisfactory
  
5. **PRESENTATION OF MATERIAL** (level and clarity of presentation, appropriate use of learning aids)  
(  )Excellent (  )Very Good (  )Satisfactory (  )Unsatisfactory
  
6. **STUDENT-INSTRUCTOR INTERACTION** (relevance, variety, and clarity of questions, appropriate recognition of student contributions)  
(  )Excellent (  )Very Good (  )Satisfactory (  )Unsatisfactory

7. OVERALL EVALUATION (categories 1 through 6)

- Excellent
- Very Good
- Satisfactory
- Unsatisfactory

8. SPECIFIC RECOMMENDATIONS FOR IMPROVEMENT (use additional pages if necessary)

**I have read and have been given a copy of the above report, and so signify by my signature below. I understand that I may attach additional comments to this document.**

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Signature of Observee

date

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Signature of Observer

date