**CLASSROOM VISITATION FORM**

# (PEER/CHAIR EVALUATION FORM)

**Description:**

The Classroom Visitation Form for Chairs and Peers is designed to assist Chairs and Senior Faculty Members in evaluating teacher performance by observing a portion of a class period. It covers four areas deemed important in the teaching-learning process in the classroom: (1) teaching skills, (2) teacher-student relationship, (3) mastery of the subject matter, and (4) classroom management and organization. These four areas are based on the DLSU Indigenous Faculty Evaluation Form being used by the students. The items in this form are parallel with those in the student form.

**Scoring and Interpretation:**

A measure of teacher performance is obtained by summing up the ratings given for each item. The ratings range from (1) poor to 5 (outstanding). Mean ratings are computed per area and overall. The mean ratings are then interpreted using the following scale:

|  |  |  |  |
| --- | --- | --- | --- |
| 4.50 & above | Outstanding |  | The teacher performs exceptionally in class; exhibits almost all of the attributes/behaviors in the class. |
| 4.00 - 4.49 | Very Satisfactory |  | The teacher performs very well in class; exhibits most of the attributes/behaviors in class. |
| 3.50 - 3.99 | Satisfactory |  | The teacher performs well in class; exhibits a  considerable number of the attributes/behaviors in class. |
| 3.00 - 3.49 | Moderately  Satisfactory |  | The teacher performs fairly well in class; may need to improve on some areas of teaching performance. |
| 2.50 - 2.99 | Needs  Improvement |  | The teacher needs to improve on a number of areas of teaching performance. |
| 2.49 & below | Poor |  | The teacher performs poorly in class; needs to improve on all areas; may need follow-up observations in handling the class. |

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# (PEER/CHAIR EVALUATION FORM)

Name of Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time of Observation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject Matter Under Discussion:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**…………………………………………………………………………………………………………………………..**

Direction: Below are teacher behaviors/characteristics that are readily observable in class. Please rate the above faculty on each item using the scale below.

5 - Very Highly Observable/Noticeable

4 - Highly Observable/Noticeable

3 - Moderately Observable/Noticeable

2 - Slightly Observable/Noticeable

1 - Not At All Observable/Noticeable

## TEACHING SKILLS

|  |  |  |
| --- | --- | --- |
| \_\_\_\_ | 1*.* | Explains the lesson clearly and to the point |
| \_\_\_\_ | 2. | Uses a variety of teaching techniques appropriate to student needs and subject matter |
| \_\_\_\_ | 3. | Demonstrates ability to communicate effectively using appropriate, clear and understandable verbal, non-verbal, and writing skills |
| \_\_\_\_ | 4. | Summarizes lessons effectively |
| \_\_\_\_ | 5. | Delivers lectures/lessons in a stimulating/interesting manner |
| \_\_\_\_ | 6. | Asks challenging/stimulating/thought-provoking questions |

\_\_\_\_\_\_\_\_\_\_\_\_ **AREA MEAN**

## TEACHER-STUDENT RELATIONSHIP

|  |  |
| --- | --- |
| \_\_\_\_ 1*.* | Gives constructive feedback to students |
| \_\_\_\_ 2. | Simplifies difficult topics |
| \_\_\_\_ 3. | Displays positive relationship with students |
| \_\_\_\_ 4. | Shows respect for the students as persons |
| \_\_\_\_\_5. | Appears comfortable and at ease in handling the class |

\_\_\_\_\_\_\_\_\_\_\_\_ **AREA MEAN**

## MASTERY OF THE SUBJECT MATTER

|  |  |  |
| --- | --- | --- |
| \_\_\_\_ | 1. | Displays comprehensive/thorough knowledge of the subject matter to achieve curricular objectives |
| \_\_\_\_ | 2. | Raises problems and issues relevant to the topic(s) of discussion |
| \_\_\_\_ | 3. | Relates the subject matter to other related topics |
| \_\_\_\_ | 4. | Explains the subject matter with depth |
| \_\_\_\_ | 5. | Presents the latest developments in areas under discussion |

\_\_\_\_\_\_\_\_\_\_\_\_ **AREA MEAN**

## CLASSROOM MANAGEMENT AND ORGANIZATION

|  |  |  |
| --- | --- | --- |
| \_\_\_\_ | 1*.* | Displays effective techniques to promote self-discipline and maintain appropriate behavior (e.g., mutual respect) among the students |
| \_\_\_\_ | 2. | Presents lesson in a clear, logical and appropriately structured format |
| \_\_\_\_ | 3. | Utilizes class time efficiently |
| \_\_\_\_ | 4. | Commands respect from students |
| \_\_\_\_ | 5. | Conducts class with minimum disruptions from the students |

\_\_\_\_\_\_\_\_\_\_\_\_ **AREA MEAN**

## \_\_\_\_\_\_\_\_\_\_\_\_ OVERALL MEAN (Σ Area Mean / 4)