



EVALUATION INSTRUMENT FOR ONLINE COURSES

Observed Instructor	Course Prefix/CRN	Term / Year
Click or tap here to enter text.	Click or tap here to enter text.	Click to enter term and year.

Online Faculty Performance Assessment:

Gwinnett Technical College's vision is to be a learning-centered community college that qualifies students to compete and excel in a dynamic marketplace. As our mission is to anticipate and exceed the educational and workforce training needs of our community, it is important for us to assess the professional enhancement needs of our faculty and to offer opportunities for professional growth.

The purpose of this performance assessment is to:

- Improve communication about performance expectations
- Assess performance
- Recognize accomplishments
- Improve quality of instruction
- Provide data for making personnel decisions

Process:

Online observations should be completed by Program Directors or Course Coordinators. New faculty members will be observed for the first two semesters they teach. Thereafter, instructors will be observed once per academic year regardless of the method of delivery. A second observation during the term may be required if the instructor does not meet observed standards. Observation dates will be unannounced.

An Online Observer Training Guide can be found at: <https://gtclibrary.libguides.com/observation>.

Satisfactory or Unsatisfactory?	Program Director
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Click here to enter name.

Follow Up:

Online Instructor Experience: ☐ First Semester, ☐ Second Semester, ☐ Second Year (or later).

Next Observation Recommendation (based on schedule and performance):

- ☐ Second Observation During Current Term.
- ☐ Following Term: Click to enter term and year.
- ☐ Following Year: Click to enter term and year.

Blackboard Training:

Instructor has completed the Blackboard (FIT) Training Course: Yes ☐ / No ☐

First Observation**Date:** Click or tap to enter a date.

Criteria	Method of Observation	Results	Meets Criteria	Does Not Meet
Instructor regularly posts announcements.	<i>Observer will run Bb report or visually inspect announcements.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor is entering grades in a timely manner.	<i>Observer will run Bb report and observe gradebook for completeness.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor is actively engaged in course.	<i>Observer will run Bb report to check instructor logins and time spent in course.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor has followed course design and curriculum.	<i>Observer will inspect Lessons folders to confirm adherence to policies and guidelines established by course design.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor Policies are updated and included in Syllabus.	<i>Observer will inspect Syllabus folder to confirm updated Instructor Policies.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor has included updated contact information.	<i>Observer will inspect About the Instructor for instructor's email, office hours, other contact information.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor has posted all dates for course activities and assessments	<i>Observer will inspect Bb (or other) course calendar for dates.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

Observer Comments:

Click or tap here to enter text.

Second Observation During Term (if recommended)
Date: Click or tap to enter a date.

Criteria	Method of Observation	Results	Meets Criteria	Does Not Meet
Instructor regularly posts announcements.	<i>Observer will run Bb report or visually inspect announcements.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor is entering grades in a timely manner.	<i>Observer will run Bb report and observe gradebook for completeness.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor is actively engaged in course.	<i>Observer will run Bb report to check instructor logins and time spent in course.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor has followed course design and curriculum.	<i>Observer will inspect Lessons folders to confirm adherence to policies and guidelines established by course design.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor Policies are updated and included in Syllabus.	<i>Observer will inspect Syllabus folder to confirm updated Instructor Policies.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor has included updated contact information.	<i>Observer will inspect About the Instructor for instructor's email, office hours, other contact information.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Instructor has posted all dates for course activities and assessments	<i>Observer will inspect Bb (or other) course calendar for dates.</i>	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>

Observer Comments:

Click or tap here to enter text.

Reporting Responsibilities: Instructor has fulfilled the reporting responsibilities associated with instruction at Gwinnett Technical College.	Meets Criteria	Does Not Meet Criteria	Additional Information
Reports no-shows accurately and on time.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Records grades accurately and on time.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Records last-activity date for students with grades of I, F, and WF.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Meets other reporting requirements in a timely and accurate manner.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Responds promptly to email and voice messages.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Completes all mandatory trainings as required.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Observer Comments:

Click or tap here to enter text.

Employee Comments:

Click or tap here to enter text.

Observed Faculty Member:

I have received a copy of all materials used for this evaluation and have read and reviewed the comments. ☐Yes / ☐No

Areas for potential improvement have been reviewed with observed instructor member: ☐Yes / ☐No

Additional information:

Click or tap here to enter text.

Instructor Signature_____

Date____ *Click or tap to enter a date.*

Program Director Signature_____

Date____ *Click or tap to enter a date.*

Division Dean Signature_____

Date____ *Click or tap to enter a date.*