TO: Department Administrator (asianlladmin@uw.edu)

FROM:

RE:

DATE:

**A. Please complete Tables 1-4.**

Table 1: Instructional responsibilities (the person observed may complete this chart)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Course #** | **# sections taught** | **Class contact hours/ week** | | **# TAs supervised** | **TA meeting hrs/week** | **TA class observation hrs/quarter** |
| Lecture | Drill |
| **Spring 20** |  |  |  |  |  |  |
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| **Summer 20** |  |  |  |  |  |  |
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| **Autumn 20** |  |  |  |  |  |  |
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| **Winter 21** |  |  |  |  |  |  |
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Table 2: Teaching materials included in the instructor’s teaching file

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Syllabi | Schedules | Instructional Materials | Tests | | | | Student Evaluations |
| Quizzes | Tests | Midterm(s) | Final |
|  |  |  |  |  |  |  |  |

Table 3: Pre- and/or post-observation meetings (optional)

|  |  |  |
| --- | --- | --- |
|  | **Pre-observation** | **Post-observation** |
| **Meeting Dates** |  |  |

Table 4: Summary of student evaluations

Summary of student evaluations: Scores indicate the satisfaction and perspective of students who responded, not instructional effectiveness. Scores aren’t statistically valid for class sizes smaller than 35 and when there is a low response rate (Hours/credit: \* = approximate based on total hours ÷ credit hours).

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Quarter** | **Course #** | **# responded/**  **enrolled** | **Summative Rating**  **median** | **Summative Rating**  **adjusted median** | **Challenge & Engagement**  **CEI** | **Hours/ credit** | **Expected grade**  **class median** |
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**B.** Please write a concise report. Please consult with the person being reviewed to see if they have any particular areas they would like you to consider. Reports must include a write-up of the class observation including summary of discussion from any pre- and/or post-observation meetings. Reports may also discuss syllabi (including descriptions of learning goals and how learning outcomes are assessed), teaching materials and course website(s), and student evaluations. (Please feel free to delete these instructions from your final report.)