

Humboldt State University English Department
Personnel Committee Rubric for Class Observation

		Highly Competent	Satisfactory	Unsatisfactory	Not Observed	Not Applicable
Academic Indicators	Expectations: <i>Instructor sets expectations that are high, clear, and rigorous. Evidence may include . . .</i>					
	● Rigorous schedule of reading and writing					
	● Student accountability in class discussions, e.g., by rotating responsibilities					
	● Follow-up extension questions by instructor					
	● Demonstration of student knowledge through interactive class activities					
	Content Knowledge: <i>Instructor's words/actions illustrate a deep command of the subject. Evidence may include . . .</i>					
	● Clear and logical explanation of new information					
	● Clear and comprehensive explanation of difficult concepts/ideas					
	● Clear and accurate answers to student questions					
	● Clear and accurate correction to student responses					
	Instructional Feedback and In-Class Assessment: <i>Instructor gives relevant, timely, and frequent feedback to students. Evidence may include . . .</i>					
	● Explanations of goals and objectives					
● Explanation of performance and grading rationale on returned student work						
● Clear response to student talk to encourage further thinking						
● Monitoring of group work for on-task focus						
Classroom Management Indicators	Instructor Behaviors: <i>Instructor maintains a positive learning climate. Evidence may include . . .</i>					
	● Knowledge of students' names					
	● Respectful response--verbal and nonverbal--to students					
	● Positive reinforcement and encouragement of student participation					
	● Supportive learning environment and equal treatment of students irrespective of gender, race, and native language					
	Student Behaviors: <i>Students seem to be engaged in the class. Evidence may include . . .</i>					
	● Full attendance and prompt arrival					
	● Active preparation and participation					
● Demonstration of enthusiastic and successful group work						
● Demonstration of interaction with subject-matter content, e.g., via questions and comments						

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Instructor's Name: _____

Course Name and Number: _____

Observation Date and Time: _____

Observer's Name: _____

Additional Comments by the Observer:
