

**AUSTIN PEAY STATE UNIVERSITY  
PART-TIME INSTRUCTOR OBSERVATION FORM  
On-Line Instruction**

Part-time instructor observed \_\_\_\_\_

Date of observation \_\_\_\_\_ Semester \_\_\_\_\_

Course title \_\_\_\_\_

Rating Scale:                      1=needs improvement                      2=satisfactory                      3=excellent

**CONTENT/GRADING**

Syllabus is posted and current	1	2	3
Course material is relevant	1	2	3
Course materials (links/uploads) are accessible	1	2	3
Basis for evaluation is clear	1	2	3
Grading is timely	1	2	3
Instructor maintains a viewable grade book	1	2	3

**ORGANIZATION**

Modules are well-organized	1	2	3
Graded activities are varied (such as drobox assignments, discussion boards, and quizzes, etc. are used)	1	2	3
Calendar is used	yes	no	
News items, if used, are up-to-date	yes	no	

**INSTRUCTOR PRESENCE**

Instructor has a "presence" in the class	1	2	3
--	---	---	---

**ADDITIONAL COMMENTS (Optional)**

Part-time instructor signature \_\_\_\_\_ Date \_\_\_\_\_

Observer signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Department chair \_\_\_\_\_ Date \_\_\_\_\_  
(affirms review was read)