



## Content Evaluation Form

Instructor Name: \_\_\_\_\_ Chair or designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Content Evaluator

*The purpose of the content evaluation is to assess the Instructor's content proficiency within the field of study. Content Evaluator is the Chair or the Chair's designee. The Content Evaluator must be proficient in the academic discipline. Instructors will receive a content evaluation annually. Please note that if the Instructor is teaching only pre-designed courses, the review process should reflect that.*

1. The Content Evaluator contacts the Instructor to request a relevant sample of syllabi and/or course materials (e.g., assignments, Power-Points, lecture notes, exams, quizzes, rubrics) from at least one course and to arrange a meeting.
2. The Content Evaluator evaluates the materials using the Content Evaluation Form.
3. The Content Evaluator meets with the Instructor to discuss the evaluation.
4. A copy of the signed Content Evaluation Form will be provided to the Instructor at the end of the meeting.
5. An additional copy of the Content Evaluation Form will be confidentially sent to the Chair, if designee has conducted evaluation.
6. The Content Evaluator is encouraged to consider the following context markers:
  - Is any course a new prep for this instructor?
  - Is this a new course to the program?
  - Is this a pilot course?
  - Is this considered an unpopular class or contains controversial content?
  - What is the class size?
  - What is the format of the class - hybrid, on-line, face-to-face?
  - How much control does the Instructor have over the course content?

**Note:** If the instructor teaches only pre-designed courses, please skip to question 9.

**Ranking Guide:** 1= Needs Improvement, 2= Sometimes demonstrates, 3= Consistently demonstrates, N/A= Not applicable, no opportunity to observe.

Areas for Evaluation of Content	Evaluator's Notes	Evaluation Ranking
1. Syllabi and course materials (e.g., assignments, power-points, lecture notes, exams, quizzes, rubrics) reflect important concepts in the discipline.		
2. Learning objectives are appropriate for the course and meet departmental and disciplinary expectations.		
3. Course content (readings, resources, lessons) targets intended objectives/standards within the program of study.		
4. Course content is appropriate for the intended audience (level of course, type of course).		
5. Course content is accurate and up-to-date.		
6. Course content enhances student broader skill development (critical thinking, writing, etc.).		
7. Course activities are aligned to course objectives.		
8. Assessments are aligned to course objectives.		
9. If using pre-designed content, did the Instructor follow the provided materials?		

Reviewer Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature does not indicate that the Instructor agrees with the information provided but it is evidence that the information has been explained to the Instructor. *A copy of this form will be provided to the instructor.*