



Content Evaluation Form
(For online courses)

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.

The Content Evaluator contacts the Instructor to request a relevant sample of syllabi and/or course materials (e.g., assignments, PowerPoints, lecture notes, exams, quizzes, rubrics) from at least one course and to arrange a meeting. The unit of analysis will be at least one to two modules (weeks, or session) and will focus on content. The Instructor should provide access to the course shell and communicate the relevant areas of the course shell to be reviewed. (for Blackboard users: [Add/Remove User](#) and request Student Observer access).

1. The Content Evaluator evaluates the materials using the Content Evaluation Form.
2. The Content Evaluator meets with the Instructor to discuss the evaluation.
3. A copy of the signed Content Evaluation Form will be provided to the Instructor at the end of the meeting.
4. An additional copy of the Content Evaluation Form will be confidentially sent to the Chair, if a designee has conducted evaluation.
5. The Content Evaluator is encouraged to consider the following context markers:
 - Is this a new course for this Instructor?
 - Is this a pilot course?
 - Are there specific things about this class that would be helpful to know? (Gatekeeper or General Education course, courses with high fail rates, courses with controversial topics, course materials prepared by others, etc.)
 - Are there any other concerns or issues that the Instructor would like to share to help contextualize the review?

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, powerpoints, 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) 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 provides activities for learners to develop higher-order thinking and problem-solving skills, such as critical reflection and analysis. [OSCSR 30].		
7. Course activities are aligned to course objectives. [OSCQR 9]		
8. Assessments are aligned to course objectives. [OSCQR 9]		
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.*