

**NON-CLASSROOM OBSERVATION/INFORMATION REPORT FORM**

<b>Faculty/Tenure Candidate</b>	<b>College</b>	<b>Semester</b>	<b>Academic Year</b>	
<b>Course Name/Number (if applicable)</b>		<b>Lecture</b>	<b>Lab</b>	<b>Time</b>
<b>Observer</b>		<b>Date(s) of Observation</b>		

**Note:** Any information used or considered in evaluating a tenure track or other faculty evaluatee other than classroom observations and student evaluations must be: a) from firsthand knowledge or personal observation; b) based on the following four criteria (listed below and on pgs 1-4 of the Faculty Evaluation Policies Manual); and c) timely documented in the portfolio with a copy provided to the faculty evaluatee.

**Please provide direct knowledge or information on any of the following four criteria:**

**1. Knowledge Base**

**2. Application of Knowledge Base**

### 3. Motivation and Interpersonal Skills

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### 4. Professional Responsibilities

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### SIGNATURES

<b>Observer/Information Provider</b>	<b>Date</b>
<b>Faculty/Tenure Candidate</b>	<b>Date</b>

*The faculty member's/tenure candidate's signature on this form does not constitute acceptance of this evaluation. The faculty member/tenure candidate has the right to append their own written comments.*