Evaluating online teaching

This rubric may be used singly to evaluate the teaching of a class when the instructor does not have responsibility for the design of the course. If the instructor being evaluated is also responsible for the course design, please use this rubric in conjunction with our "Evaluating online course design" rubric.

1. Instructor presence	Outstanding / satisfactory / needs support
1a. Instructor regularly communicates with the class as a whole and individual students (reference course worksheet to review instructor approach to communication), including sending important course reminders. This may be through text or video announcements, emails, or another method.	
1b. Instructor engages students in online discussions in a timely and meaningful fashion/maintains visibility in course community spaces.	
1c. Instructor biographical information is included in addition to a course welcome email/video.	
1d. Instructor responds to course issues in a timely fashion through text or video announcement/email as opportunities arise.	
2. Instructor feedback	
2a. Smaller assessments: instructor provides feedback ideally within 48-72 hours so that feedback is ongoing throughout the course. Feedback should be available to students before the next assessment is due so students can use the feedback to improve.	
2b. Larger assessments: instructor provides timely feedback ideally within one to two weeks.	
2c. Feedback is specific, measurable, and constructive. Students can find the feedback and use it to improve upon future activities and assessments.	
3. Learner support & resources	
3a. Contact information is clearly listed for the course instructor. Communication guidelines are posted (including	

expected email turnaround time).	
3b. Campus technical support information can be easily found on the course homepage and/or in the syllabus.	
3c. Information regarding campus academic support services (tutoring, disability services) is clearly stated in the syllabus, including appropriate contact information.	
3d. The course grading policy is clearly stated in the syllabus, including any relevant point values and weights. Late assignment policy is included.	