

Online Instructor Presence Rubric



Utah State University

Instructor _____ Evaluator: _____ Date: _____

Instructor Presence					
Criteria	3	2	1	0	N/A
The instructor makes the necessary preparations to teach the class before the course begins.					
The instructor communicates and meets expectations for class communication, student behavior, academic integrity, and other relevant matters.					
The instructor reaches out regularly and proactively through announcements or Canvas inbox messages.					
The instructor proficiently uses applicable course technology tools.					
The instructor responds to student emails and questions in a timely manner (within 24 hours).					
The instructor participates regularly in the class discussions.					
The instructor holds regular office hours and encourages students to attend.					
The instructor invites constructive feedback from students.					

Student Engagement and Support					
Criteria	3	2	1	0	N/A
The instructor fosters an environment of respect and belonging for students.					
The instructor reaches out individually to students who miss deadlines or appear to be struggling.					
The instructor sends out reminders about deadlines and upcoming assignments.					
The instructor provides support and answers basic support questions about the technology used in the course.					
The instructor connects course content to real-world applications and current practices to make learning meaningful and relevant.					

Scoring Key: Exemplary (3) Proficient (2) Developing (1) Missing (0)

Assessment and Feedback					
Criteria	3	2	1	0	N/A
The instructor provides timely feedback on assignments and assessments.					
The instructor provides constructive feedback.					
The instructor uses a supportive, encouraging voice in their feedback.					

Academic Integrity					
Criteria	3	2	1	0	N/A
The instructor provides timely feedback to students on any academic integrity issues that arise.					
If academic integrity enforcement tools are used, the instructor views the reports and reaches out to applicable students.					
The instructor follows university policies to enforce consequences for academic integrity violations.					

Scoring Key: Exemplary (3) Proficient (2) Developing (1) Missing (0)