

Observation Goals, Policies, & Process

Peer Evaluation:

Assessment of teaching style, content, and effectiveness gained through observation by colleagues; the observations may come in such forms as classroom visits, participation in web-based courses, review of videotaped teaching, or reviews of course materials collected/created by the faculty member being reviewed. (ARP 9.30)

General Information

Classroom observations are periodically conducted of all teaching faculty. Observations are conducted by Division Heads (DH) for regular faculty as part of the documentation for the Annual Performance Evaluation. Assistant Division Heads (ADH) usually conduct the observations for temporary part-time faculty. Peer observations may also be performed at a faculty member's request. All new faculty (part-time and regular), will be observed their first semester of teaching. All full-time faculty members should be observed by their supervisor every 2-3 years. Part-time, temporary instructors should be observed at least once every 1-2 years by their supervisors.

The same observation form is used by supervisors and peers. There is a form for face-to-face observations and a different form for online observations. Questions on the face-to-face observation form are to be used as guidelines.

Following the observation, the supervisor and the faculty member will discuss the findings in the observation, both sign the form, then the form is filed in the DH's office. If the faculty member disagrees with any of the findings, he or she may file a written statement on the form explaining their disagreement with the observation.

Considerations:

Observations completed by a supervisor will be placed in the faculty member's file in the Division Head's office. The observation will be used in promotion and tenure documents. Observations completed by a peer will be retained by the faculty member and can be used in promotion and tenure documents.

Instructions for Faculty

- By the middle of the semester, the supervisor and faculty member will collaborate with the intent to conduct a classroom observation. The supervisor and the faculty member will decide on a date and course for observation. Faculty members will contact peers for peer observation and arrange a date and course for observation. Complete observation form paperwork.

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- The faculty member being observed face-to-face will complete the top portion of the Face-to-Face Classroom Observation Form and return it to the supervisor along with any additional support materials (see observation form). The faculty member being observed in the online format is encouraged to complete the Pre-observation Document.
- After the observation is completed, the supervisor or peer observer and the faculty member will discuss the observation, preferably within two weeks.
- The supervisor or peer observer and faculty member sign the completed observation form.
- The original completed observation form will be given to the faculty member. A copy of the observations form, completed by a supervisor, will be kept in the faculty member's file located in the Division Head's office.

Evaluation Criteria for Teaching and Advising:

Evidence to Assess Teaching Effectiveness: Teaching is a complex and multifaceted activity. Therefore, several forms of evidence should be used to assess comprehensively teaching effectiveness. Each form of evidence will be weighted according to its importance in evaluating teaching. Such documentation must demonstrate command of subject matter, the ability to organize material and convey it effectively to students, and assessment of student learning. It may also demonstrate revision and updates of curricula, and the integration of scholarship (for faculty who produce scholarship) and service with teaching. Materials appropriate for evaluating teaching should include: (a) evidence from the instructor, (b) evidence from other professionals, (c) evidence from students, and (d) evidence of student learning. It is not necessary for all four types of evidence to be used, but in accordance with state law, at a minimum, student evaluations and one other form of evidence must be used. (adapted from ARP 9.31)