

Departmental Policy on Classroom Observation & Evaluation

Reports from peer evaluations of teaching are important components of Promotion, Tenure, and Annual Reviews. In addition they provide useful feedback for the faculty member being evaluated and a tool for the chair of the department when deciding the best class assignment and to address possible classroom problems.

Different procedures shall be used for different groups of instructors:

Untenured faculty members shall initially be observed and evaluated during Fall and Spring semesters in each class they teach. After the submission of a midpoint dossier, with positive departmental recommendation, the faculty member will be observed once every semester. The chair of the department will assign a tenured faculty member to conduct classroom observation, review the class syllabus, and write a report.

For faculty members who received less than Meritorious rating in Teaching during the previous Annual Evaluation or who generated excessive students' complaints the chair of the department may assign additional observations. Additional observations should also be conducted if the faculty requests them.

Tenured Associate Professor¹ should invite, at least once every year an associate professor or a professor from the university to conduct classroom observation, review the class syllabus, and write a report. The same evaluator should not be invited more than once every five years. To the extent possible a different class should be observed every year.

Tenured Professors are encouraged to follow the same procedure as Associate Professors.

Instructors and Lecturers shall initially be observed and evaluated during Fall and Spring semesters in each class they teach. After they become Established they should be observed in one class each semester. The chair of the department will assign a member of the department to conduct classroom observation, review the class syllabus, and write a report.

For Instructors and Lecturers who received "Room for Improvement" rating during the previous Annual Evaluation or who generated excessive students' complaints the chair of the department may assign additional observations. Additional observations should also be conducted if the Instructors or Lecturers requests them.

Teaching Assistants shall be observed and evaluated during each semester in each class they teach. The chair of the department will assign a member of the department to conduct classroom observation, review the class syllabus, and write a report.

Emeritus faculty members should be observed and evaluated as needed at the discretion of the chair of the department.

There should be no conflict of interest or an appearance of conflict of interest between the evaluator and the faculty being evaluated.

¹ This category also includes the untenured faculty members after their dossier for promotion and tenure left the department with positive recommendation.