

The following proposal was approved by a faculty vote at the Faculty Meeting on January 24, 2022:

**Teaching Observations:** Direct observation of faculty in the classroom/lab/studio is required for both pre-tenure faculty and faculty being considered for promotion to the rank of professor. The pre-tenure observations must occur at least once per academic year and should include at least two different courses during the review period. The pre-promotion observations must occur at least twice in the two years prior to submitting promotion materials (effective Fall 2023). Outside of tenure and promotion reviews, all tenured members of the faculty and staff with faculty rank must schedule classroom observations at least once every three years (effective Fall 2024). Visiting and adjunct faculty members should have a classroom observation at least once during each appointed term (also effective Fall 2024). Faculty members will work with their department chair and the Office of the Dean of the Faculty to develop a plan for classroom observation of their teaching.

Standard practice for teaching observations will include identifying the pool of trained observers, meeting with the faculty being observed both prior to and after the observation. Information gathered from observations will contribute to departmental letters of evaluation and personal statements of the faculty.

(Replaces [Faculty Handbook] language on page 39, second paragraph under Teaching Effectiveness. Also, the current language on page 6 will be changed to point to this section.)

By voting for this language change, the faculty are voting for the following teaching observation policy.

# Proposal for Teaching Observations

Spring 2022

## Preamble

Teaching observations provide further context and insight into a faculty member's pedagogy, classroom space, and teaching effectiveness. These observations will be both formative and evaluative and include planning, scheduling, reflection, and feedback from both the observer and the observed (**Table 1** and **Figure 1**). The materials gathered from these observations will be: 1) used to inform the department letter submitted to the Faculty Status Committee for tenure and promotion; 2) included as an additional section on the Brief Annual Report; or 3) used in consideration for rehire/reappointment of adjunct and visiting faculty.

**Table 1:** Proposed details regarding teaching observations that specify the frequency, the participants, course identification and variety, the informational outcome, and when the practice will go into effect.

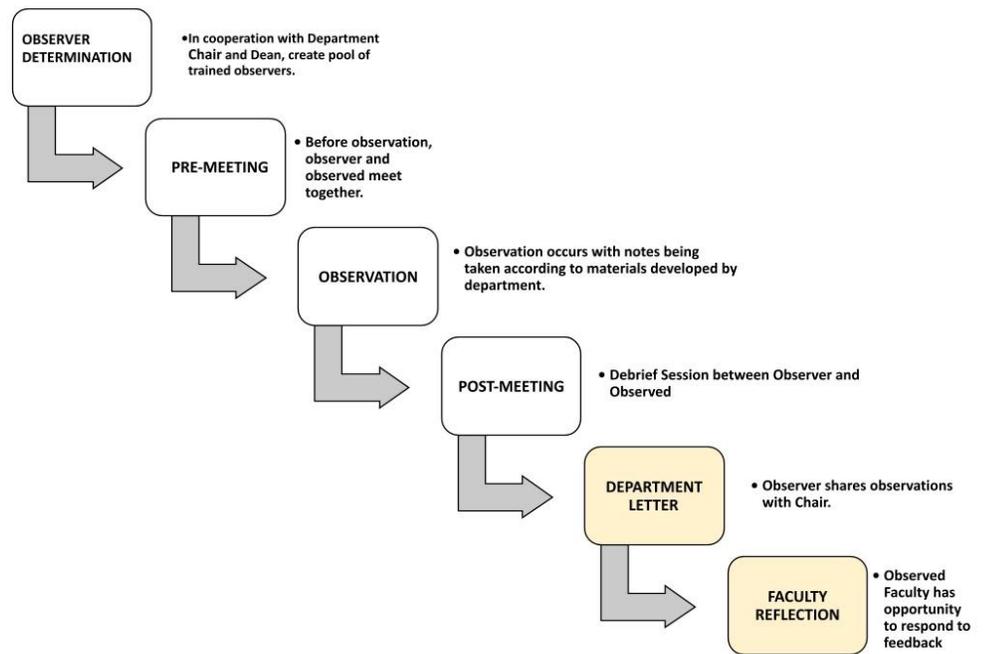
TEACHING OBSERVATION PARAMETERS	FACULTY BEING OBSERVED			
	Tenure-Track Faculty	Tenured Associate and Staff with Faculty Rank (requesting promotion)	Tenured Full, Tenured Associate and Staff with Faculty Rank	Adjunct and Visiting Faculty
Frequency	Annually up to tenure	2x in 2 yrs prior to promotion	1x every 3 years	1x every appointment
Observers	Any Tenured Faculty	Any Tenured Faculty	Any Department Faculty	Any Department Faculty
Course Variety	2 Different Courses	2 Different Courses	Single course	Single course
Course Identification*	Faculty Observed and Department consensus as informed by 2 & 4 Reviews	Faculty Observed and Department consensus	Faculty Observed and Department consensus**	Department selected
Put in Practice	PHASE 1 2022-2023	PHASE 2 2023-2024 (Grandfathered)	PHASE 3 2024-2025	PHASE 3 2024-2025
Information Outcome	Incorporated into Dept. Letter for tenure and BAR***	Incorporated into Dept. Letter for promotion and BAR***	Useful for supporting letters (i.e. sabbatical) and BAR***	Useful for determining reappointment

*\*All observations get scheduled in consultation with those faculty being observed*

*\*\*Observer may request a specific course to be observed*

**\*\*\*Anticipated BAR Language: Indicate whether you participated in classroom observations as a person observed or an observer. Briefly discuss how this impacted your teaching.**

**Figure 1: TEACHING OBSERVATION PROCEDURAL TIMELINE**



<p>Sp 2022 discipline.</p> <p>of</p> <p>Fall 2022</p> <p>Fall 2022-Sp 2025</p> <p>Fall 2025</p> <p>Teaching</p>	<p>Departments work on lists of pedagogical values for</p> <p>Materials to aid in this process will be provided by the Office</p> <p>the Dean, DIBE, and Faculty Status.</p> <p>Develop Tools for Observation at Fall Faculty Conference.</p> <p>First set of required reviews begin.</p> <p>Continued observations of all faculty.</p> <p>FSC, Faculty Status, and The Office of the Dean review</p> <p>Observation procedures and adjust for best practices</p>
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Working with the Office of the Dean, faculty may request additional observations (e.g., Paideia Director, Interdisciplinary minor faculty), however, the default will be an observer from the home department. Faculty may recruit supplemental observers and present those names to the Dean for approval.

### **PHASE I (for 2022-2023)**

- Approve proposal to change handbook language to reflect teaching observations as required for tenure-track faculty before tenure and as required for associate faculty wishing to be promoted to the rank of full professor.
- Identify departments with junior faculty.
- Train departments to observe teaching.
  - The Center for Teaching, Learning and Scholarship, in conjunction with the Dean's Office, will identify professional development workshop opportunities for this training
  - Tools for observation will be created in these workshops and made available to all faculty involved in the observation process.
- Identify additional faculty who can and are willing to be trained to observe similar disciplinary pedagogy

### **PHASE II (for 2023-2024)**

- Identify associate professors wishing to be promoted and staff with faculty rank wishing to be promoted.
- Schedule observations with tenure-track, associate professors, and staff with faculty rank.
- Faculty who will submit promotion materials in the fall of 2022 are strongly encouraged (but not required; grandfather clause) to include teaching observations as part of the submitted materials.
- The requirement to include teaching observations for promotion of associate professors will take effect in the fall of 2023.

### **PHASE III (for 2024-2025)**

- Approve proposal to change faculty handbook language to reflect teaching observations as required for all tenured faculty, staff with faculty rank, visitors, and adjunct faculty.
- Add more faculty to the observer pool and provide development opportunities in teaching observations and refresher sessions for this additional set of observers.
- Schedule observations with senior faculty, staff with faculty rank, visitors and adjuncts

### **PHASE IV (for 2025-2026)**

- The Faculty Steering Committee, in consultation with the Office of the Dean and Faculty Status, will revisit the entire procedure and policy to determine its efficacy and relevance.