

Peer Observation Policies and Procedures

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| <p style="text-align: center;">Peer Observation of Faculty Members in Probationary Tenure-Track Positions</p> |
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- 1st Year: Observations are voluntary (only on the request of the faculty member; included in a decision file at the discretion of the faculty member).
- Peer observations are required after the first year of the probationary period.
- 2nd Year: Two courses shall be observed in each semester.
- 3rd, 4th, 5th Years: A total of four courses (at least one course each year) shall be observed.

Required course observations shall be conducted by tenured or tenure-track faculty members who are appointed by the department chair in consultation with the DPC. Observers shall be from the probationary faculty member's department; in exceptional cases, as deemed appropriate by the chair, faculty members from outside the department may be chosen for this purpose. No single faculty member shall do a majority of the observations. At least half of the observations shall be done by tenured faculty members. The timing of classroom observations shall be arranged by the department chair in consultation with the faculty member being observed. The courses observed should reflect the range and type of courses normally taught by the observed faculty member. Each observation should cover an entire session of the class. Following the observation of each course, the observing faculty member shall provide both written and oral feedback in a timely fashion (within one month) to the observed faculty member. The observer will also provide a copy of the written feedback to the chair and the Vice President for Academic Affairs to be placed in the observed faculty member's personnel file and in the decision file for interim and tenure reviews.

Probationary faculty members may always request additional observations, which the department should honor. Departments wishing to conduct more classroom observations than the required number shall do so only with the written consent of the probationary faculty member; a copy of the note of consent should be sent to the VPAA.

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Peer Observation of Faculty Members in Full-Time Term Appointments

- For an initial one-year term appointment, observe two courses in the fall semester. For any subsequent term appointment, follow the schedule for a tenure-track appointment.
- For an initial multi-year term appointment, observe two courses in the fall semester of the first year and then observe according to the rules for a tenure-track appointment.
- Spring semester observations are not required for a faculty member who has resigned or whose appointment will not be extended for the following year.
- Observers shall be selected from the full-time members of the faculty eligible to serve on the Department's or School's personnel committee.

Peer Observation of Faculty Members in Part-Time Term Appointments

- For a faculty member holding a part-time appointment, observe one course in each of the first five semesters in which the faculty member is teaching. Thereafter, observe one course in every fifth semester of teaching.
- Observers shall be selected by the department chair from the full-time members of the department, program, or school.

No single faculty member shall do a majority of the observations. At least half of the observations shall be done by tenured faculty members. The timing of classroom observations shall be arranged by the Chair, Director, or Dean in consultation with the faculty member being observed. The courses observed shall reflect the range and type of courses normally taught by the observed faculty member. Each observation shall cover an entire session of the class. Following the observation of each course, the observing faculty member shall provide both written and oral feedback in a timely fashion to the observed faculty member. The observer shall also provide a copy of the written feedback to the Chair, Director, or Dean and to the Vice President for Academic Affairs to be placed in the observed faculty member's personnel file.

Faculty members may request additional observations; faculty colleagues are encouraged, but not required to honor such requests. Departments wishing to conduct more classroom observations than the required number shall do so only with the written consent of the faculty member.