Classroom Observation Process

For Full-time Faculty (both tenure-track and visiting):

- To be completed by the Department Head once per semester for tenure-track faculty
- To be completed by the Department Head or designee once per semester for visiting faculty
- To be completed by the Dean or Associate Dean at least once per academic year (If the dean, associate dean and faculty member are in the same department, see FH III.B.2-b.)
- Section VI on progress toward tenure and promotion must be completed for all tenure-track faculty. To provide additional time for the tenure-track faculty member to progress, this section may be completed at a date later than the observation, but must be done by the end of the academic year in which observation is conducted.
- Section VI does not pertain to visiting faculty and should not be completed for those observations.
- The classroom observation form will be signed by the faculty member and the evaluator by the end of the semester in which the observation is conducted.
- The signed original will be forwarded to the VPAA by the end of the semester in which the observation is conducted. The evaluator, the faculty member, and the Dean will retain a signed copy.

For adjuncts:

- To be completed during each of the faculty member’s first two teaching semesters; these may not necessarily be consecutive semesters. Thereafter, must be completed at least once every fourth teaching semester. Observation will be conducted by the Department Head or designee.
- Section VI does not pertain to part-time faculty and should not be completed for those observations.
- The classroom observation form will be signed by the faculty member and evaluator by the end of the semester in which observation is conducted.
- The signed original will be forwarded to the VPAA by the end of the semester in which the observation is conducted. The evaluator, the faculty member, and the Dean will retain a signed copy.