LEO Classroom Observation Policy  
(Draft of May 31, 2006)

Goals

- To improve the teaching of the individuals being observed
- To improve teaching at the University in general
- To articulate and underscore the University's commitment to quality teaching
- To enhance the student-centeredness of classroom instruction.

Guidelines

Number/ frequency. Ideally, an instructor will be observed once per year. However, the minimum required number of observations shall be two per major review period (3 to 5 years). Departments may require more frequent observations with appropriate notice to the affected lecturers. A lecturer may elect to be observed more frequently.

Observers. Observations shall be conducted by a faculty member of greater rank than the individual being observed, or of the same rank but with greater time in rank, from any department. Observers must have taught at least four years at UM-Flint. At least one observation in the major review period shall be conducted by a faculty member knowledgeable in the same or closely related discipline to that being taught in the class. For more on the role of observer, see the CAS web site: ____________________.

Procedure

1. Pre-observation meeting. The parties will meet in advance to discuss the course, the class session to be observed, and any other matters that will aid the observer in placing his or her observations in context. The parties should also discuss how the observation will be conducted and the form the observation report will take.

2. Observation report. The observation report will consist of three major sections:

   - **Narrative/ Description.** In this section, the observer will tell what happened in the class—what the instructor said and did, what the students said and did, etc.
   - **Analysis/ Evaluation.** In this section, the observer will respond to critical questions about instructor performance. Some universal questions will be developed by the College; other questions may be developed by the department or program; still other questions may be suggested by the lecturer being observed.
   - **Suggestions for improvement.** In this section, the observer will list and explain any specific ideas that he or she has for improving the teaching of the lecturer who was observed.

3. Post-observation meeting. The parties will meet after the observation to discuss the observation report.

4. Reporting. The classroom observation packet of documents will include the observer's final report, a summary of the pre-observation meeting (written by the observer), and a
summary of the post-observation meeting (written by the instructor). In a timely manner, the observer will provide one copy of the packet to the instructor and submit one copy to department chair (or designated representative) for inclusion in the instructor’s Annual or Major Review notebook. Optionally, departments may require the observer to submit the summary of the pre-observation meeting to the chair (or designated representative) in advance of the observation for review.