CHS LEO Classroom/Online Observation Guidelines

Goals

- To provide timely and constructive feedback to lecturers on their teaching
- To identify the need for instructional development to lecturers if needed
- To enhance the student centeredness of classroom instruction.

Number/ frequency: Ideally, a newly hired lecturer should be observed at least once during the first 2 semesters after he or she has been hired.

All lecturers should be observed twice prior to their major review, with the first classroom observation occurring prior to the interim review and second either prior or during their major review period. Departments may require more frequent observations with appropriate notice to the affected lecturers. A lecturer may also elect to be observed more frequently, either by departmental colleagues or by colleagues who conduct peer observations through the Thompson Center for Learning and Teaching. For those that are well into their review cycles, prior to the establishment of this policy, arrangements will be made within the department to ensure that at least one classroom observation is conducted before the next major/continuing review, if possible.

Observers: Observations can be conducted by a faculty member (Lecturer III, Lecturer IV, tenure track or clinical track faculty member) in the same department or by a peer from the Thompson Center for Learning and Teaching (TCLT). If the Director is unable to locate a faculty member within the department to conduct the observation, they must contact the HR Administrator and inform them thusly. The HR Administrator will work with the Director and University HR to ensure a qualified observer is selected.

Procedure: Each classroom observation should include a 1) pre-observation meeting 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, a 2) observation report, with narrative, analysis, and suggestions for improvement and a 3) post observation meeting to share insights gained and provide constructive feedback from the observation process.

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