

APPENDIX E. CLASSROOM VISIT

POLICY

The intention of the Classroom Visit Policy is to mentor probationary faculty toward achievement of the criteria and standards for tenure/long-term contract¹ and promotion with specific focus on Criterion B. Teaching Effectiveness. Criterion B. states that “consistent high performance as a teacher and advisor to students is necessary for tenure/long-term contract and promotion.” Regular evaluation and feedback is critical to an individual’s growth and development as an excellent teacher of a subject or transdisciplinary content.

The Classroom Visit is one of the means by which teaching effectiveness is demonstrated in the review process. Classroom Visits are required for all probationary and tenure/long-term-contract reviews. For purposes of reviews, the requirement ends with the attainment of tenure or a long-term contract.

PROCEDURES FOR CONDUCTING CLASSROOM VISITS

Visits should be conducted in a timely way, so they are relevant to the contract review. Two (2) classroom visits and completed Evaluation Forms are required per contract term:

1. Administrative evaluator: Executive Dean or Academic Dean, or the faculty member’s Program Director²
2. Peer evaluator: Senior Faculty member in the Candidate’s College/School^{3 4}

Administrative Evaluations	Peer Evaluations
Executive or Academic Dean’s coordinates and oversees the procedures.	The Chair of the CPC arranges for the Peer Evaluators. The Dean’s Office coordinates and oversees the procedures.
<ul style="list-style-type: none"> • The Executive or Academic Dean’s Office appoints the Administrative Evaluator/s. • The Executive or Academic Dean’s Office directs the evaluators to the “University Form for Classroom Visit Evaluations,” which is found on the Provost’s Office web page. <ul style="list-style-type: none"> ○ Because these evaluations are part of the faculty review process, use of the “University Form for Classroom Visit Evaluation” is required. • The Executive or Academic Dean’s Office informs the faculty member in advance of the administrative evaluator’s Classroom Visit. 	<ul style="list-style-type: none"> • The Chair of the CPC arranges for the Peer Evaluators. Every effort should be made by CPC Chair to choose senior faculty within the candidate’s school if not discipline. • The Chair notifies the Executive or Academic Dean’s Office of the arrangement. • The Chair directs the evaluators to the “University Form for Classroom Visit Evaluations,” which is found on the Provost’s Office web page. <ul style="list-style-type: none"> ○ Because these evaluations are part of the faculty review process, use of the “University Form for Classroom Visit Evaluation” is required. • The Chair informs the faculty member in advance of the peer evaluator’s Classroom Visit.
<ul style="list-style-type: none"> • The [administrative or peer] evaluator conducts the Classroom Visit on the specified date and time. • Within one week of the visit, the evaluator arranges to meet with the faculty member to review his/her observations and suggestions. <ul style="list-style-type: none"> ○ The [administrative or peer] evaluator and faculty member sign the completed Form. • Within one week of the meeting with the faculty member, the [administrative or peer] evaluator provides the completed and signed Form to the Executive or Academic Dean’s Office. • The Executive or Academic Dean’s Office reviews the Form for substantive content and consistency with the Faculty Manual. <ul style="list-style-type: none"> ○ The Dean addresses any inconsistencies with the evaluator. 	

¹ Five-Year contract

² The administrative reviewer should be the Executive Dean, Academic Dean, or the faculty member’s Program Director. The administrative evaluator may also be someone with supervising authority, who reports to either the Executive or Academic Dean. In the case where an Associate Dean functions in a supervisory capacity for the faculty member, s/he may be the administrative evaluator.

³ The Senior Faculty member does not need to be in the academic program of the probationary faculty member. An associate dean without supervisory responsibilities for the faculty member may be a peer evaluator.

⁴ An Executive or Academic Dean who teaches in the program or discipline of the faculty member, may not conduct the Peer evaluation.

Administrative Evaluations	Peer Evaluations
Executive or Academic Dean's coordinates and oversees the procedures.	The Chair of the CPC arranges for the Peer Evaluators. The Dean's Office coordinates and oversees the procedures.
<ul style="list-style-type: none"> • The original Form, signed by the [administrative or peer] evaluator and faculty member, is retained by the Executive or Academic Dean (an electronic copy is acceptable). • The Executive or Academic Dean provides copies of signed Form to: <ol style="list-style-type: none"> a) The faculty member, b) The faculty member's Program Director, and c) The Executive or Academic Dean, as appropriate. 	
	<ul style="list-style-type: none"> • The Executive Dean or Academic Dean informs the CPC Chair that the Peer Evaluator's Form was received and the review is complete.
<ul style="list-style-type: none"> • The Executive Dean or Academic Dean informs the Provost's Office that the Administrative and Peer Evaluations are complete. 	

If a classroom observation reveals that a probationary faculty member could benefit from further mentoring, the Executive or Academic Dean will consider, discuss with the Provost, and facilitate and follow up with the faculty member and Provost in a timely fashion.

PROCEDURES FOR CLASSROOM VISITS AND CONTRACT REVIEWS OF PROBATIONARY FACULTY

Two (2) Classroom Visit Forms are required per probationary contract term. The requirement ends with the attainment of tenure/long-term contract.

The Supplemental Document folder must contain 2 classroom visits conducted by:

1. Administrative evaluator: Executive Dean or Academic Dean, or the faculty member's Program Director⁵
2. Peer evaluator: Senior Faculty member in the Candidate's College/School^{6,7}

Per the Faculty Manual, the Executive or Academic Dean's Office includes the completed/signed Classroom Observation forms in the Candidate's Supplemental Documents folder (hard-copy) that is maintained in the Dean's Office. When the Supplemental Documents folder (hard copy) is provided to the Provost's Office, the Classroom Observation forms are included in the electronic version of the Supplemental Documents folder.

⁵ The administrative evaluator should be the Executive Dean, Academic Dean, or the Program Director. The administrative evaluator may also be someone with supervising authority, who reports to either the Executive or Academic Dean. In the case where an Associate Dean functions in a supervisory capacity for the faculty member, s/he may be the administrative evaluator.

⁶ The Senior Faculty member does not be in the academic program of the probationary faculty member.

⁷ An Executive or Academic Dean who teaches in the program or discipline of the faculty member, may not conduct the Peer evaluation.