Classroom Observations

All teaching faculty members receive an annual peer observation to serve a developmental purpose and evidence of teaching effectiveness.

Faculty observations are completed by department Chairs and Deans. The timing of classroom observations shall be arranged by the Chair or Dean in consultation with the faculty member being observed. 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.

New faculty are observed during his or her first semester at SCU. Returning faculty are observed during the fall semester. A copy of the classroom observation form is available in the Faculty Handbook appendix.

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| *Drafted on: NA* |
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