



SEATED CLASSROOM OBSERVATION POLICY

Division: Academic Affairs

Policy Statement

Academic Deans or their designee engage in periodic classroom observations to maintain academic quality. Evidence collected may be used for faculty promotion and tenure.

Policy Details

1. Dean and faculty member identify date for class observation.
2. Dean completes classroom observation form during the observation.
3. Dean and faculty member identify time to meet to discuss the class observation and course evaluation; this meeting should occur no later than mid-January for fall term observations/evaluations, and no later than the final grades due date for spring term observations/evaluations.
4. At the meeting, the faculty member and Dean complete the Comments sections of the Discussion.

Procedures

Classroom observations of Full-time Faculty complies with the Faculty Collective Bargaining Agreement provisions regarding promotion and tenure.

Classroom observations for full-time and part-time faculty are maintained in the Academic Division Office.

Resources

Classroom Observation Checklist

Documentation

Definitions

Term* *Definition

<i>Term</i>	<i>Definition</i>

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
4/04/2012	Policy	Issued	CASA
5/10/2023	Policy	Transferred to new policy template with minor edits – no CASA approval needed	William Taylor, VPAA

****Full name of CASA Committee Chair, signatory, or designee**

Effective Date: 5/11/2023

Next Review Date: 5/31/2026

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