

Math Peer Observation Evaluation Procedures¹

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The process outlined here is designed to provide greater consistency in the scheduling of observations. An “Observation” can either be a peer observation, as described below, or a Classroom Interview.

Frequency of Observation

1. Every **pre-tenure professor** should ideally be observed once per semester; observations across years should be made by more than one person (number determined by Associate or Department Chair based on availability), with at least 1 person (ideally their mentor) who completes the observation in the first year also completing a subsequent observation prior to comprehensive review, if possible.
2. Every **associate tenured professor** should ideally be observed once per year, however they may choose to opt out of being observed.
3. **Full professors** should ideally be observed once every two years, however they may choose to opt out of being observed.
4. Every **instructor** should be observed once per semester.
5. **Senior instructors** should be observed once per year.
6. Every **lecturer** should be observed once per semester within the first year and, subsequently, once per year. In the first semester, no report will be filed, as the intent is primarily formative; a report shall be filed in the second semester. In the second semester, if the observed class does not meet an acceptable standard, the report should be written in the spirit of being formative. The Director of Lower Division Curriculum or Department Chair will then schedule a follow-up classroom observation, and the observed lecturer can submit a response. This follow-up observation can be conducted by the same or different faculty member, as determined by the Director of Lower Division Curriculum or Department Chair in consultation with the observed lecturer.
7. Observation of **post-docs** should be determined in consultation with their mentor but, ideally, should occur once per year (as recommended by the Undergraduate Committee).
8. **Graduate Part-Time Instructors (GPTIs) and Teaching Assistants (TAs)** should be observed once per year.
9. **Visiting assistant professors/instructors** may request a classroom observation.
10. The frequency of observation listed here should be understood as the minimum requirement. Additional observations can be requested by the Associate or Department Chair. A faculty member may also request to be observed at any time, and the Associate or Department Chair is responsible for accommodating reasonable requests for observation, as personnel and schedules allow.

Selection of Observers

1. **Lecturers** will be observed by a dedicated committee, to be appointed by the Director of Lower Division Courses.
2. Observers of **post-docs** shall be determined by their mentor.

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3. **GPTIs** and **TAs** will be observed by a course coordinator or the 5905 (Math Teacher Training) instructor.
4. For **all other faculty/instructors**,
 - a. If the observee is teaching a graduate class, observers shall be determined by the Graduate Committee
 - b. Else, the observer shall be determined by the Undergraduate Committee.
5. When possible, the observer should be equal or senior in rank to the observed. sody as stated above.

Procedure for Classroom Observations

1. Faculty members are required to provide their observer with the course syllabus prior to the observation. They are also encouraged to provide other materials they deem relevant, including a website link, lesson plans, assessment materials, and/or outlines explaining the pedagogical goals of classroom activities.
2. Observers are encouraged to meet with the observed faculty member to share formative feedback and discuss their observations.
3. The final report should be submitted by the appropriate Associate Chair to the observed faculty member, the faculty member who did the observation, and the department Office Manager within two weeks of the classroom observation. The report will be filed in the faculty member's personnel file by the department Office Manager. A "retake response" link may be requested in the event that factual errors need to be corrected.
4. An observed faculty member may write a response to the observation report; this response should be submitted to the Associate or Department Chair, who will file the response in the faculty member's personnel file.

Use of Classroom Observations

1. For consideration in the annual merit process (**all ranks**), participation in the peer observation process will be considered. The content of observation reports will not be reviewed or assessed.
2. The peer observation reports for **lecturers** will be made available to the Department Chair for future contracts.
3. Where they exist, any peer observation reports for **post-docs** can be made available to people writing letters of recommendation.
4. The peer observation reports for **GPTIs** and **TAs** are intended to be largely formative and will be made available to the Undergraduate Committee for determination of TA awards.
5. For Reappointment, Comprehensive Review, Promotion, and Tenure Review (**pre-tenure professors, associate tenured professors, and instructors**, where relevant), PUEC/PURC will assign two people to look over all submitted peer observation reports and use these as evidence to write letters that will be included in the observed faculty's/instructor's portfolio.