

GSLI Peer Teaching Evaluation Procedures¹

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Frequency of Observation

1. Every **assistant professor** should be observed once per semester for the first 3 years and then once per year; observations across years should be made by more than one person (number determined by department chair based on availability). Classroom interviews with students should also be conducted, using the survey form supplied by the department, at the same time as the peer observations each semester during the year before comprehensive review and once a year the two years before promotion and tenure.
2. Every **instructor and senior instructor** should be observed once per year, except during the year of reappointment. Classroom interviews with students should also be conducted, using the survey form supplied by the department, at the same time as the peer observation during the year before reappointment.
3. Every **associate professor** should be observed once per year. Classroom interviews with students should also be conducted, using the survey form supplied by the department, at the same time as the peer observation during the year before promotion to full professor.
4. Every **full professor** should be observed once every other year.
5. Every **lecturer** should be observed once per year.
6. Every **visiting assistant professor and visiting instructor** shall be observed at least once in their first semester and after that at the discretion of the program head.
7. The frequency of observation listed here should be understood as the minimum requirement. Additional observations can be requested by the Program Head or Department Chair. A faculty member may request to be observed at any time, and the department chair is responsible for accommodating reasonable requests for observation, as personnel and schedules allow.

Selection of Observers

The department chair will appoint faculty to conduct observations. In most cases, the observer will be from the same program and senior in rank to the observed faculty member. Full professors will be observed by other full professors. Faculty members may notify the chair if they prefer not to be observed by a specific colleague. However, in order to balance workload, schedules, etc., the department chair will have final say in the selection of observers.

Procedure for Classroom Observations

1. Faculty members are required to provide their observer with the course syllabus and with access to the learning management system for the course prior to the observation, and are encouraged to provide other materials they deem relevant, including lesson plans, assessment materials, or outlines explaining the pedagogical goals of classroom activities.

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2. The observer should meet with the observed faculty member after the classroom observation but prior to submitting the report if the instructor or observer has concerns or questions.
3. The observer should submit the observation report to the observed faculty member to make sure that there are no factual errors. Any factual errors should be corrected before submitting the final report.
4. A final copy of the report should be submitted to the Program Head, Chair, observed faculty member, and Program Assistant within two weeks of the classroom observation. If classroom interviews were conducted, these should also be submitted to the Program Assistant at the same time.
5. An observed faculty member may write a response to the observation report; this response should be submitted to the Program Head, Chair, and Program Assistant, who will file the report in the faculty member's personnel file.
6. The peer observations should be done in a way that promotes improvement. If the observed class doesn't meet an acceptable standard, the report should be written in the spirit of being formative. The Program Head or Chair will schedule a follow-up classroom observation and consultation. The second observation can be conducted by the same or different faculty member; this will be decided by the Program Head or Chair in consultation with the observed faculty member and the observer.