

PART TIME FACULTY OBSERVATION PROTOCOL GUIDELINES

Prior to Observation:

1. **Arrange a time and date.**

Under the collective bargaining agreement between The New School and Local 7902 Academics Come Together/ACT-UAW, the instructor is entitled to two weeks' notice prior to the observation. The instructor may request a different date. It is best to arrange a date when the activities associated with a particular class meeting will be optimal for observation. If the instructor or school(s) have an interest in focusing on a specific element of instruction, an observation may be scheduled to better focus on these activities.

2. **Obtain and review necessary materials.**

The observer may want to obtain and review relevant materials. These documents would include the syllabus, major assignments for the course, and material(s) the students would have prepared for the class. As the materials are a part of the instruction, familiarity with them will help the observer better understand the classroom dynamic. The observer should briefly discuss the class goals and pedagogical approach with the instructor. Knowing what the instructor intends to accomplish can help focus the observation and enrich the feedback.

3. **Understand the role of the observer.**

The observer's role is to gather information. The instructor and the observer should decide how best to introduce and explain the observer's function to the students. Whether the observer will be a silent note-taker or will engage the students in a dialogue, the arrangements should maximize student learning.

4. **Complete the form.**

The headings are a guide for the focus of the observation and they provide the basis for subsequent reviews. The observer should carefully consider each category in making the observation.

OBSERVATION PROTOCOL – PART TIME FACULTY OBSERVATION REPORT

Prior to completing this form, please read the observation protocol guidelines carefully.

*Observers must complete the written component of the observation within **two (2) weeks** of the classroom observation.*

Section I: Background Information

Name of Instructor:		ID:	N
Division:		Department/Program:	
Name of Observer:		Title of Observer:	
<i>Observation Information</i>			
Name of Course	CRN	Semester/Year	Date of Observation

Section II: Summary of Observation

Following the observation, please check the box evaluation of the instructor's performance and ranking:	Exceptional	Strong	Average	Marginal	Unsatisfactory
GOALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INTRODUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLASSROOM ORGANIZATION and MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPERTISE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT PARTICIPATION and INVOLVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section III: Written Component

Goals - Describe approaches to learning. Are the methods appropriate to the classroom and students? What evidence demonstrates students
Introduction – How is the organization of class activity communicated? Is there a connection to previous assignments or classes? Presence

Classroom Organization & Management – <i>Is the class sequenced to facilitate student work/understanding? Does the instructor</i>
Expertise – <i>Is the material current? Does the instructor respond knowledgeably to questions/problems? Note any alternative</i>
Student Participation and Involvement – <i>What sort of emphasis is placed on active learning? Do the students demonstrate active engagement? Does the instructor actively include students in the process? Are there opportunities for students to raise questions? Is the instructor encouraging and positive? Are students and their views/talents respected?</i>
Note and explain any out-of-the-ordinary or unexpected events during the observation. <i>Examples include: Two thirds of the students are absent; Technological irregularities or issues; Faculty classroom punctuality; Physical room irregularities or issues.</i>

This form is not complete without the following signature.

Upon completion of this form, please give it to the Office of the Dean, or appropriate designee for your division, and keep a copy for your own records. This original report will go in the part time faculty member's personnel files in the Office of Human Resources.

Signature of Observer:		Date:	
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