THE NEW SCHOOL
A UNIVERSITY

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 review relevant materials prior to the class. These documents may include the syllabus and other class handouts. As the materials are a part of the instruction, familiarity with them will help the observer better understand the classroom dynamic. The instructor should notify the observer if there have been any changes to the assignments/reading or class topic for that day. The observer may ask the instructor questions about the teaching goals, prior to the class.

3. **Understand the role of the observer.**
   The observer's role is to gather information and silently take notes. The instructor should introduce the observing by stating: "This visitor is here to do a routine classroom observation."

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.

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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:	
Observation Information			
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	☐	☐	☐	☐	☐
INTRODUCTION	☐	☐	☐	☐	☐
CLASSROOM ORGANIZATION and MANAGEMENT	☐	☐	☐	☐	☐
EXPERTISE	☐	☐	☐	☐	☐
STUDENT PARTICIPATION and INVOLVEMENT	☐	☐	☐	☐	☐

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 – *Is the class sequenced to facilitate student work/understanding? Does the instructor use time effectively? Do the students and instructor stay on task? Does the instructor move the class forward? Is there an effective use of understanding and progress? Are there exploited teachable moments?*
Expertise – *Is the material current? Does the instructor respond knowledgeably to questions/problems?*
Student Participation and Involvement – *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?*
Note and explain any out-of-the-ordinary or unexpected events during the observation. *Examples include: Two*

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:	