

Area Chair Checklist for Non-Tenured Faculty Teaching Observations

Non-tenured faculty name: _____

Year and semester of observation: _____

- 1. During the first week of the semester:
Office for Undergraduate Studies (*OUS*) notifies Area Chair (*AC*) that non-tenured faculty teaching observations need to be scheduled.
AC, or designee, will serve as observation committee chair.

- 2. During first three weeks of the semester
OUS, *AC* (or designee), and the non-tenured faculty member assemble a committee of three faculty members.

AC (or designee) _____

Non-tenured faculty choice _____

AC (or designee) choice _____

- 3. By the end of the second week of the semester, the non-tenured faculty member submits a list of class meetings or lessons that are inappropriate for observation, along with a reason for each.

- 4. By the end of the 3rd week, observation dates will be communicated to all parties.

- 5. 1st observation: will take place no earlier than the 4th week of the semester and no later than the end of the 8th week.

1st observation date: _____

- 6. 2nd observation: will take place at least one week after the first observation.

2nd observation date: _____
ALL OBSERVATIONS MUST BE DONE IN PERSON; NO VIDEOTAPING

- 7. One week before 1st observation: committee members receive:
 - a. Syllabus
 - b. Lesson plan
 - c. Assignments
 - d. Summative evaluation letter and non-tenured faculty member self-reflection from previous semester

- 8. Between observations, non-tenured faculty may request informal feedback from committee chair.

- 9. Following the 2nd observation, committee chair assembles reactions of committee members and, at the discretion of the untenured faculty member, his or her self-evaluation as well; and drafts a summative evaluation letter to be delivered to the Office of Undergraduate Studies within one month of the final observation