

Faculty name: _____

Year and semester of observation: _____

1. During the first week of the semester:

The P&T Subcommittee notifies the area head that faculty* peer evaluations need to be scheduled. The area head, or designee, will serve as the evaluation team chair.

2. During first three weeks of the semester:

Pre-observation meeting: P&T Subcommittee, area head (or designee) identify a second faculty member from outside the area to join the evaluation team. Considerations should be made to diversify the committee over the five-year T&P cycle or when preparing for promotion to ensure evaluation team assignments are spread equally among the faculty. [A Pre-Observation Worksheet can be found here.](#)

Evaluation Team Chair: Area head (or designee): _____

Evaluation Team Member: Second faculty member:

3. By the end of the second week of the semester:

The 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 by the area head (or designee).

5. First observation:

Will take place no earlier than the 4th week of the semester and no later than the end of the 8th week.

First observation date: _____

- One week before 1st observation: P&T Subcommittee receives course materials from the faculty member and distributes to the evaluation team. Materials may include:
 - Syllabus (required)
 - Lesson plans/outlines, desired learning outcomes, or rehearsal goals (if necessary)
 - Assignments or scores (if necessary)
 - The previous year's summative review letter and faculty member self-reflection from previous semester, if applicable.
- Between observations, faculty may request informal feedback from the evaluation team chair.



Faculty Teaching Observations Evaluation Team Checklist

6. Second observation:

Will take place at least one week after the first observation. For applied lessons, the same student should be observed.

Second observation date: _____

*All observations must be done in person except for online instruction. [An Observation Report Worksheet can be found **here**.](#)*

7. Following the second observation:

The evaluation team chair compiles the team members' commentary and drafts a summative evaluation letter to be delivered to the P&T Subcommittee within one month of the final observation. The letter will be sent to the Office of the Director to remain on file and a copy will be provided to the faculty member. In response to the letter, the faculty member will write a self-reflection and deliver it to the Office of the Director within one month after receiving the committee's letter.