

Park University Faculty Observation Procedure

As outlined in Appendices E and F of the Park University Collective Bargaining Agreement, there will be classroom observations for all full-time members faculty every year. The procedures to be used for these observations are listed below.

Observations and evaluations of university faculty should be a professional endeavor that encourages open and free discussion between the instructor and observer. The expectation is that the instructor and the evaluator will discuss the evaluation and that there should be an opportunity for questions and honest conversation about performance and expectations. The process should provide an opportunity for growth for the instructor and the evaluator.

For All Full-Time Faculty Members (except faculty receiving a Post-Tenure Review):

1. The classroom observation will be conducted by the person assigned to oversee the full-time faculty member's Periodic Review or by his or her designee (see CBA section E.5).
 - a. The Periodic Review is conducted by Department Chair unless the faculty member to be reviewed is a Department Chair or an Associate Dean
 - b. If the faculty member is a Department Chair, the Periodic Review is conducted by the Associate Dean.
 - c. If faculty member is an Associate Dean, the Periodic Review is conducted by the Dean.
2. The person overseeing the Periodic Review of a faculty member will notify the faculty member who will be conducting the classroom observation.
3. The person conducting the classroom observation will notify the faculty member no less than fourteen (14) days prior to the classroom observation that he or she will be conducting the classroom observation.
4. The observer and the faculty member being observed will arrange a date for the observation. If the class being observed is offered online, the observer and faculty member will arrange for period of one week in which the online class can be observed.
5. At least seven (7) days before the scheduled observation, the faculty member being observed will submit to the observer the following materials:
 - a. The course syllabus.
 - b. The primary measures of assessment developed thus far for the course.

- c. A plan for the class activities on the day scheduled for observation. If the class being observed is offered online, a plan for a week's activities should be provided.
6. Upon conclusion of the classroom observation, the observer and the observed faculty member should each complete a copy of the observation form.
7. The observer will schedule a meeting with the observed faculty member within fourteen (14) days of the observation. This meeting may be conducted in person or by phone.
8. Both the observed faculty member and the observer should bring their completed forms to the meeting. The observed faculty member and the observer should discuss the observation and the strengths and possible areas for development perceived during the observation. The observer and the observed faculty member should work collaboratively to complete the "Areas for Professional Development" section of the form.
9. The observer should complete the final version of the observation form no later than seven (7) days after meeting. The observer should retain one copy of the evaluation and send one copy to the observed faculty member.
10. The observed faculty member should sign the final evaluation. The signature acknowledges receipt of the form; it does not indicate agreement with the ratings or comments made by the observer. The observed instructor may submit additional comments about the evaluation to his or her Dean/Associate Dean no later than fourteen (14) days after receipt of the evaluation. Comments received by the Dean/Associate Dean will be shared with the observer and the Personnel Panel.
11. The completed Faculty Observation Form will be submitted to the person conducting the faculty member's Periodic Review. The Faculty Observation Form will be used in the preparation of the Periodic Review of the observed faculty member. (see CBA, Section E.2.2)
12. The completed Faculty Observation Form and any response from the observed faculty member will be included in the observed faculty member's personnel file and will be available to the Personnel Panel for any deliberations involving the observed member.

For Full-Time Faculty During their Post-Tenure Review year:

The procedures outlined above apply to full-time faculty members during their post-tenure review, with the following exceptions:

1. As described in Section F.6.1.1. of the CBA, each faculty member who is undergoing a Post-Tenure Review will submit to the University employee who is overseeing that Post-Tenure Review a list of three (3) Faculty Members willing to conduct the Class Room Observation of that Tenured Member.
2. As described in Section F.6.1.2. of the CBA, the employee who is overseeing that Post-Tenure Review will select two faculty members to conduct the classroom observation, at least one of whom must be from the list submitted by the tenured faculty member.