

## **WSU TECH**

### **Faculty Observation Process**

The purpose of the faculty observation is to provide a system to provide feedback on the instructional process according to the schedule presented below.

- Provide support and guidance for faculty
- Create a culture of quality and innovation
- Showcase instructional practices and methods
- Create a framework for classroom success
- Provide Dean/Director/Lead a tool to assist with faculty professional growth

The Division Dean, Director, Vice President, Lead, or faculty peer may schedule the observation with the faculty in advance. For instructors who teach in a various modalities, all types of modalities may be observed and the appropriate form utilized.

All observations will be maintained by the appropriate Dean. Observations must be kept on file until the next observation year. Once a new observation is completed, the old observation may be discarded.

#### **Frequency of observations:**

**New Teachers (no teaching experience)** –These faculty will be observed by their Dean/Director/Lead or Vice President a minimum of one time per semester, and by a Peer (selected together with the Dean/Director/Lead or Vice President within their division) a minimum of one time per semester, for their first two semesters of teaching (excluding summer). One observation will be completed within the first six weeks of each semester.

**Year Two Teachers (teachers with one year of full-time teaching)** –These faculty will be observed by their Dean/Director/Lead or Vice President a minimum of one time per semester for their first two semesters of teaching (excluding summer).

**Year Three Teachers (teachers with two years of full-time teaching or more)** –These faculty will be observed by their Dean/Director/Lead or Vice President a minimum of one time per academic year.

**Year Four+ Teachers (teachers with three or more years of full-time teaching or more)** – These faculty will be observed by their Dean/Director/Lead or Vice-President at least every two years or at the discretion of the Dean/Director.

More frequent and/or unannounced visits is at discretion of the appropriate Dean or Vice President.

Dual-Credit instructors-Must be scheduled and the state form must be used. The Lead or Dean/Director must also use the appropriate observation form. All new dual-credit instructors will be observed the first year of teaching.

### **Part-Time to Full-Time Teaching equivalency chart:**

<b>Semesters* as Part-Time Faculty</b>	<b>Full-Time Equivalency for observation purposes</b>
2 or fewer semesters	New Faculty
3 to 5 semesters	Year-two faculty
6 to 7 semesters	Year-three faculty
8 or more semesters	Year four+ faculty

\*Definition of semesters is at the discretion of the appropriate Dean, Director, or Vice President.

### **Feedback**

If a discrepancy occurs between the observer and the faculty member pertaining to the observation, the appropriate Dean or Vice President will review the materials, possibly redo the observation, and make a recommendation.

Should the faculty member disagree with the observation, any concerns or issues should be noted in the instructor comments section of the observation form.

The observer will contact the faculty member within two weeks following the observation(s), provide a copy of the observation form, and discuss any feedback, concerns, and any necessary improvements.