F. Faculty Observation Report
The Faculty Observation Report Form (Appendix E) corresponds to a list of behaviors associated with instructional performance. Faculty observations are to be conducted by the faculty member’s department chairperson and colleagues on his/her peer mentoring team. Instructional activities to be observed include but may not be limited to classroom instruction, laboratory and clinical instruction, web and web-based instruction, and teleconferencing and telecourse instruction. Annual Faculty Performance Appraisals are to include reflection on instructional activities as recorded on the Faculty Observation Report. Full-time faculty classroom observations will be conducted as follows:

<table>
<thead>
<tr>
<th>Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observed first quarter-semester by chair or members of the peer mentoring team for two consecutive meetings of the same class;</td>
</tr>
<tr>
<td>Observed second or third quarter-semester by chair or members of the peer mentoring team.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Years 2 – 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observed two times per year, one time by chair and one time by or members of the peer mentoring team.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 5 until reaching rank of Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observed once per year by chair or members of the peer mentoring team, or both.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>After reaching the rank of professor Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observed as appropriate or at faculty member’s request.</td>
</tr>
</tbody>
</table>

The preceding timelines represent a minimum number of observations to be completed. Faculty or chairpersons can increase these numbers as appropriate.

G. Student Evaluations of Instruction

Student Evaluations of Instruction (Appendix G) are intended primarily for the individual faculty member’s usage to improve quality of instruction and the teaching/learning process. The Student Evaluation of Instruction Form is designed to provide constructive feedback to the faculty member. The survey is not intended for reward or punishment. A faculty member should discuss his/her evaluations with the peer mentoring team and department chairperson as a tool to improve instruction. Faculty reflections on student evaluations and their impact upon teaching strategies are to be included in professional portfolios for tenure and promotion in the narrative summary for Instructional Planning & Presentation.

Student evaluations may be administered either in hard copy or electronically. However, the college goal is to move exclusively to an electronic format conducted through a faculty/student web portal. Evaluations will be administered after 60% of the course has been completed. Student Evaluations of Instruction for full-time faculty members are to be conducted in accordance with the following schedule.
Instructor Rank

First Year

1st quarter-semester – all classes
2nd quarter-semester – two classes
3rd quarter – two classes
Summer – (if teaching) one class

Second Year

1st quarter-semester – two classes
2nd quarter-semester – one class
two class
3rd quarter – one class
Summer – optional

Third and Fourth Years

1st quarter-semester – one class
2nd quarter-semester – one class
3rd quarter – one class
Summer – optional

Assistant Professor Rank

Two class evaluations per year from two different quarters semesters

Associate Professor Rank

One class evaluation per year

Professor Rank

Evaluated as appropriate or at faculty member’s request
Evaluations in addition to those required shall be administered at the request of the instructor or the chairperson.

Chairpersons will oversee the timing and administration of required evaluations in all classes at all locations. Faculty are encouraged to work with the chairperson and peer mentoring team to ensure that all required observations are performed according to the schedule.