

Faculty Observations

- **Faculty Observations** may be completed using the Face-to-Face, Online, or Live Online Observation Report Forms. See appendices for each form.
- **Observers:** PRT members, chairperson, or other tenured colleagues from your department.
- **Duties:** Observers should schedule observations in advance, collect the pre-observation information prior to the scheduled observation, complete, and submit the observation report within two weeks of the observation and meet for follow-up discussion if desired by either party.
- **Signed Reports:** Faculty, observer, and chair signatures should be obtained by the end of the semester observed, and fully signed copies should be retained by the faculty and chair.
- **Timeline:** It is the faculty member's responsibility to ensure the appropriate number of observations are scheduled. This timeline represents the minimum number of observations to be included in the portfolio. Faculty or chairpersons may increase these numbers as appropriate.
 - **Year 1:** Observed first semester for two consecutive meetings (separate days) of the same class; observed second semester in one class.
 - **Years 2–4:** Observed twice per year.
 - **Year 5 until reaching the rank of Professor:** Observed once a year.
 - **After reaching the rank of Professor:** Observed as appropriate or at faculty member's request.