

## Procedures for Observing the Teaching of HDFS Faculty

For the purposes of these teaching observations, faculty are divided into four categories: untenured, tenure-track faculty; tenured faculty; full time teaching faculty, and adjunct faculty. Observations of untenured, tenure-track faculty who join the faculty with four to six years on the tenure clock are required a minimum of two observations before the faculty member applies for tenure. Untenured faculty joining UConn with three or fewer years remaining on their tenure clock are required to be observed at least once before applying for tenure. Tenured associate professors are required to be observed at least once before applying for promotion to Professor. In general, we rotate through associate professors, observing one each semester (so some faculty may be observed more than once before going up for promotion to Professor). Other observations of tenured faculty will be optional and can be performed at the request of a tenured faculty member. Full time teaching faculty contracted to teach in the HDFS Department under Article 13 will be observed at a minimum of every other year, starting with the first year of their appointment. Adjunct faculty will be observed their first semester, and then once every five semesters of teaching (for adjunct faculty who teach only once a year, they may be observed more frequently than once every five years).

Faculty to be observed (We use the term “*INSTRUCTOR*” here to mean any faculty member being observed) in a given year will be determined by the Department Heads (Department Head, Associate Department Head for Undergraduate Studies, and Associate Department Head for Graduate Studies; DHs) after conducting a review of the PTR and contract status of all HDFS faculty; not all faculty will be observed in a given year, and observations will be prioritized appropriately.

Once the DHs have selected the instructors to be observed, the DHs will contact the instructors and jointly determine which course to observe. The DHs will review the faculty/courses to be observed and recommend a faculty member to conduct each observation (*OBSERVER*). All faculty are eligible to conduct teaching observations, and it will be left to the discretion of the DHs as to which faculty members would be the most appropriate observers for each faculty member/course. Attention will be paid to characteristics such as the tenure/contract status of instructor and observer and the type and content of the course being observed. The observer, together with the instructor, will schedule a mutually agreeable date to conduct the observation. Prior to the observation, the instructor should supply the observer with teaching materials, to include, at a minimum, a syllabus, a sample assignment, and a sample exam (or alternatively, the description and materials for the project or paper used for summative assessment).

Within 14 days of the observation, the observer will complete a written evaluation using an assessment tool that has been approved by the HDFS faculty. Within 14 calendar days of completing the written evaluation, the observer will schedule a meeting with the instructor to review the content of the evaluation. After reviewing the evaluation with the instructor, both parties will sign the evaluation, solely for the purpose of acknowledging that the instructor has read it. One copy of the evaluation will be given to the instructor and one copy will be given to the DHs to be placed in the instructor’s employment file. The instructor has the right to append information to the evaluation. The evaluation, and any appended information, will be submitted as part of any observed faculty member’s PTR portfolio.