

**Faculty Observation and Review of Approved Method**

| **Semester and Year** | |
| --- | --- |
|  | |
| **Course Observed** | **Date and Times of Observation** |
|  |  |
| **Faculty Member’s Name** | |
|  | |
| **Chair’s/Evaluator’s Name** | |
|  | |

**Note: During a faculty member’s FEP year, they will arrange to be observed by their Chair/Evaluator in a course within the summer, fall, or spring. Over multiple years of FEP, the faculty member must ensure that their observations include a variety of courses and all of the modalities in which they teach. (For asynchronous courses, this would mean telling the chair/evaluator to review a specific module or 1-2 hours of students’ online work.)**

| **The Observation Must Be Scheduled for Summer, Fall, or Spring of the FEP Year** | **FPC recommends emailing their Evaluator within the first two weeks of the semester sharing five potential observation sessions. The last possible time to submit potential dates must be no later than February 1st.** |
| --- | --- |
| **The Observation Must Be Completed by** | **March 1st** |
| **The Evaluator Submits the Completed Observation Report** | **April 1st** |
| **Optional Rebuttal to the Evaluator’s Feedback** | **May 1st** |

1. The faculty member begins this process by emailing their Chair/Evaluator five dates and times that they can be observed in a course of their choosing. In addition, the faculty member may request additional areas they would like their Evaluator to provide feedback on. The observation is typically for an entire class session, but no less than 50 minutes. In the case of an asynchronous online course, this may take the form of reviewing a specific Canvas module or files, videos, discussion posts, etc. that would be the equivalent of 50 minutes of faculty guidance to engage students with the course content. [Here](https://docs.google.com/document/d/17yjjbw1-d0gDNSFlnSbCbedrDIhTEMZwlifuiTHyX5o/edit?usp=sharing) are some “look fors” for asynchronous courses.

Either the faculty member or the Evaluator may request to conduct a second observation if they feel it is necessary or if they feel the observation is not an authentic representation of the faculty member’s teaching ability.

1. After the observation is complete, the faculty member and their Evaluator meet to discuss the observation, including strengths and areas of improvement. The evaluator will complete an observation form provided by FPC. The faculty member may post a clarifying note to the form if desired. The evaluator will submit the observation form and, if needed, the faculty member’s clarification to FPC and the Provost’s office. Additional observations will be completed in years two, four, and six, and every other year after six years of employment.
2. In addition to the observation, the faculty member and their Evaluator discuss the student input provided by the approved method. Unless requested otherwise, the Evaluator will focus on reviewing the student feedback for any evidence that the faculty member has deviated from or met the basic responsibilities for teaching outlined in section 2.2.7.1.1 of the faculty manual. If the faculty member desires it, they and their Evaluator can explore other aspects of the approved method to receive additional feedback toward making improvements and goal setting in the areas of teaching excellence and professional development related to teaching. The Approved Methods for Soliciting Student Input and their Results are discussed in 2.6.2.1. Faculty may also share the results of additional ways they solicit student feedback with their Evaluator as well.

**Faculty Observation**

*All section numbers refer to the Faculty Manual.*

**To the evaluator’s knowledge, have the following basic responsibilities related to teaching (FM 2.2.7.1) been met?**

| **2.2.7.1.1 Basic Responsibilities Related to Teaching** | **How would you rate?** |
| --- | --- |
| A. distributing a course syllabus according to guidelines established by the University and the instructor’s academic unit | * Met * Not Met * Not Observed |
| B. conducting classes during the times assigned by the Registrar’s Office, including the final exam period, and meeting the Ohio Department of Higher Education requirements for formalized instruction | * Met * Not Met * Not Observed |
| C. maintaining office hours and/or availability to students outside of scheduled class times. Office hours/appointment slots must be available in the modality of each course taught; a minimum of three hours per week for full-time faculty | * Met * Not Met * Not Observed |
| D. maintaining accurate and up-to-date records for student grading and attendance and communicating with students regarding information pertinent to their academic progress throughout the semester | * Met * Not Met * Not Observed |
| E. covering material consistent with the course description; | * Met * Not Met * Not Observed |
| F. utilizing and clearly articulating assessment and grading practices that accurately measure student learning and align with course outcomes | * Met * Not Met * Not Observed |
| G. submitting grades and other student information required by administrative offices (e.g., Registrar's Office, Student Affairs, Owen Center for Teaching & Learning) by the deadlines established by those offices | * Met * Not Met * Not Observed |
| H. participating in the establishment of academic program learning outcomes and in the University’s assessment program | * Met * Not Met * Not Observed |
| I. fulfilling Faculty-mandated course components for courses in the general education program and courses fulfilling graduation requirements | * Met * Not Met * Not Observed |
| J. administering an institutionally Approved Method for soliciting student input | * Met * Not Met * Not Observed |
| K. complying with all reasonable accommodations issued by the Office of Student Accessibility Services | * Met * Not Met * Not Observed |
| L. completing all assigned components of the faculty evaluation process, by stated deadlines. | * Met * Not Met * Not Observed |
| Open comments: | |

**To the evaluator’s knowledge, which of the following indicators of excellence in teaching (FM 2.2.7.1.2) have been met? (Other indicators of excellence are possible beyond what is listed here and in the faculty manual. If this is the case, please complete the seventh criterion box below.)**

| **Indicators of Excellence in Teaching** | | | | | **Were they observed?** |
| --- | --- | --- | --- | --- | --- |
| The instructor clearly articulates and helps students to meet the learning outcomes/objectives described in the class session. | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| The instructor utilizes pedagogy matching best practices in one’s discipline. | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| The instructor employs imaginative, innovative pedagogy. | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| The instructor expands student exposure to current or cutting-edge trends within the discipline or interdisciplinary connections. | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| The instructor challenges students through intellectually stimulating course content and classroom practices. | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| The instructor utilizes equitable and accessible course materials and teaching practices. | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| Another indicator of excellence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | * To a Great Extent * Somewhat * Very Little * Not Observed |
| Additional details you would like to provide on any of the above indicators: | | | | | |

**Open-ended Feedback from the Observation**:

What are the instructor’s strengths or things the instructor does well?

What are the recommendations for the instructor to focus on to strengthen their teaching?

**Review of Approved Method**

**Open-ended Feedback from the Review of Approved Method of Student Input**

Were any concerns raised about alleged faculty misconduct or failure to meet Basic Responsibilities based on the Approved Method data? If yes, please explain.

Based on the Approved Method data, what are some of the instructor’s strengths?

Based on the Approved Method data, what are the recommendations for the instructor to focus on to strengthen their teaching?

**Signatures and Dates**

Signing below confirms that the faculty member and their Chair/Evaluator met and reviewed the faculty’s self-evaluation and goal-setting document.

**Faculty member’s signature/verification: Date:**

**Chair’s/Evaluator’s signature/acknowledgment of review:** **Date:**

**Faculty Member:** Please indicate the outcome of the review:

* Agree to the above feedback and recommendations
* Disagree with the feedback and the faculty member will submit a rebuttal to FPC and the Office of the Provost by May 1st.

*Form updated by FPC May 16, 2025*