

A1.6.2 The Summative Observation Process for AEI Faculty

All Faculty are observed by a member on the Annual Review Committee. Faculty will be permitted to request an alternate observer if they are not comfortable with an assigned observer.

Faculty will be asked which class they would like to have observed and will be given timely notification. In general, the class to be observed should be a core class, not an elective. The Director may request that particular classes be observed. Most observations will take place during winter and spring terms.

The observation procedure will consist of three steps:

1. **Pre-observation meeting.** The observer will meet with the faculty member to discuss the goals and context of the lesson and review the classroom observation instrument. [L]
[SEP]
2. **Observation.** Observer will sit in on the class. [L]
[SEP]
3. **Post-observation meeting.** There will be two post meetings:
 - a) The first meeting will be a brief communication immediately after class. This is an opportunity to give the evaluator any additional information that may be relevant, to give the teacher a chance to explain how he/she felt about how the class went, and to provide any further explanations of student behavior or activities. [L]
[SEP]
 - b) The second meeting will be a longer one to go over the observation. The observer and teacher will go over the filled out observation report and the observer will explain the reasons for the evaluation. At this point, the teacher may provide additional comments or clarification and the observer may amend comments if appropriate. The observation form should be signed by the reviewer, and by the faculty member within a time designated by the committee and returned to the observer for inclusion in the file. [L]
[SEP]

Summative Observation Committee Observation Form. This form consists of items relating to preparation/organization, classroom procedure,

interaction/social climate and teaching qualities on which the observer will comment on the various aspects of teaching as identified on the observation form. An item may also be marked “non-applicable” (NA).

If a faculty member does not agree with the observation (i.e. he/she thinks that a comment is unwarranted), he/she can make a direct request to the observer at the time of the post-observation meeting. If the observer feels the comment is justified, the faculty member can do either of two things:

1. Sign the form along with a statement explaining the nature of the disagreement. This statement will then go into the annual review file. [L]
[SEP]
2. Request an additional observation. A copy of the observation and a letter requesting an additional observation should be sent to the Annual Review Committee chair. If a second observation is done, it is added to the file. Both the observer and instructor reviewed must sign the evaluation, as outlined previously. [L]
[SEP]