

## Appendix II:

### Art Department Classroom Observation Policy

These policies supplement “Departments’ and programs’ classroom observation policies” described in the *Faculty Handbook* Sect 2.6.

For faculty on tenure-track

1. Each tenure-track colleague should be observed teaching at least once per semester by a tenured colleague. In order to be able to participate fully in the departmental evaluation and recommendation, each tenured member of the Art Department should observe a candidate at least once in the period since the candidate’s last contract.
2. In studio classes, understanding a colleague’s pedagogy might be served by observing the trajectory of a class project at key points during its development, for example 1) the introduction of a studio problem, possibly 2) the development of the project at a time when students are working, and 3) final critique of the products. It is possible, therefore, that the classroom observation would involve two or three related classes, but that these might not be strictly sequential. It is desirable to attend each class session for the entire time, but this might not be possible given the length of typical studio classes. The observation should also include before-and-after meetings, as described in the *Handbook*.
3. For art history and FS classes, the “classroom observations on two sequential classes or as close together in the calendar as circumstances allow” as described in the *Faculty Handbook* should be sufficient.
4. Classroom observations should be scheduled at a time that is convenient to both colleagues. Department members are not expected to cancel their own classes in order to observe one of their colleagues. Follow-up visits as appropriate may be made at the request of the candidate.
5. Individual written reports of classroom observations will be placed in the candidate’s file. Receipt of these reports will be acknowledged by the candidate’s signature.
6. The Department Chair will monitor each candidate’s file to make sure that classroom observations are placed there annually, that classroom observations are scheduled appropriately over the course of several semesters, and that a variety of class types (including FS, introductory, and advanced) are observed.

Approved by the Art Department  
9/26/2011