Completing the Classroom Observation Form FAQs

**When should the Observation be scheduled?**

Per the Suggested Timeline in the Tenure Manual, complete the ***classroom observation between Weeks 5-8***. Do not do sooner than week 4 as to allow the candidate a chance to acclimate to the course and the students in that section. Also, prior to Week 5, TAP Mentors are usually scheduled to visit the course to provide non-evaluative, formative feedback prior to a chair or administrative observation.

**What should I do before the Observation?**

Make sure you ***get a syllabus*** before coming to the class being observed. The syllabus is now an item on the Classroom Observation Form that will be reviewed and given comments.

**What form should I use and how I am expected to fill it out?**

The Classroom Observation form is available on the CCC Tenure website. There are two forms used in the observation process:

* The Classroom Observation Form (completed by the chair, admin, or faculty observer)
* The Post-Observation Reflection Form (completed by the tenure track faculty member)

The thoughtful and thorough completion of these forms is more critical than in the past. One of the cornerstones of the new tenure process is an emphasis on critical self-reflection. The tenure track faculty member will write up their own review of the class session observed within 24 hours of the class using Part 1 of the Post-Observation Reflection Form. Then, a week later, they will reflect on the feedback from the completed Observation Form and respond to the observer’s comments in Part 2 of the Post-Observation Reflection Form.

***The Classroom Observation Form is different than in years past***. The new form has categories with itemized bullets underneath a holistic description of the area being assessed. ***You need not refer to every bullet provided***. These are merely to help guide you or to help you elaborate when you are writing your feedback. Reviewers of the form during its vetting process found these bullets helpful.

**How will I use the Observation Form?**

There are ***4 ratings*** used across all the sections of the Classroom Observation Form. Each section on the observation form requires a written explanation *and* justification for your decision. The amount and quality of written feedback not only help the faculty member write the Post-Observation Reflection Form, but the comments will also be evaluated the following semester by Academic Affairs to determine if the College is in compliance (which determines whether we are all properly trained and executing the TAP process sufficiently).

***The highest rubric item is “Strong” and demands a significant justification. Similarly, a “Significant Concern” designation demands not only substantive comments***, but also an Action Plan in the last section of the Classroom Observation Form.

**When is my Observation Form due back to the tenure track faculty member?**

You should complete and hand back your completed Classroom Observation Form to the faculty member ***within one week*** of the class period observed. This is critical to allow the faculty member to respond while the visit is still fresh in their mind. You are ***encouraged to have an in-person meeting*** to hand off your Classroom Observation Form and discuss any relevant items.