

**DIRECT OBSERVATION OF TEACHING ASSIGNMENT
FALL 2018**

ASSIGNMENT BY OBSERVER

<u>OBSERVER</u>	<u>TO BE OBSERVED</u>
Adams	Abusaad, Roni
Bolton	Kwong, Eric
De Giorgi	Birtheimer, Natalie
Ghatak	Colbert, Amber
Halushka	DiSalvo, Joseph
Kil	Kazem, Halima
Kinney	Yuan, Wilson
Lee, J.	Martinek, Sheree
Lee, S.	Bolton, Shawna
Vera Sanchez	1. Kinney, Edith 2. Martin, Allison
Westlake	Vallerga, Michael
Yuan	Lynch, Kevin

ASSIGNMENT BY FACULTY WHO WILL BE OBSERVED

<u>TO BE OBSERVED</u>	<u>OBSERVER</u>
Abusaad, Roni	Adams
Birtheimer, Natalie	De Giorgi
Bolton, Shawna	Lee, S.
Colbert, Amber	Ghatak
DiSalvo, Joseph	Halushka
Kazem, Halima	Kil
Kinney, Edith	Vera Sanchez
Kwong, Eric	Bolton
Lynch, Kevin	Yuan
Martin, Allison	Vera Sanchez
Martinek, Sheree	Lee, J.
Vallerga, Michael	Westlake
Yuan, Wilson	Kinney

GUIDELINES FOR FREQUENCY OF DIRECT OBSERVATIONS*

<u>Rank</u>	<u>Frequency Required</u>
Full Professor	As requested
Associate Professor	Twice prior to promotion
Assistant Professor	Once per academic year
Entitled Lecturer	Once per 3-year appointment
Continuing Lecturer	Once per one-year appointment
New Lecturer	Once each semester appointment

* SJSU policy minimum. The Department may observe more frequently. A faculty member who has not received the required number of direct observations will remind the department Chair of the need for additional observations at least one month prior to a periodic review. Anyone not listed who wishes to have their teaching peer-observed should request that the Chair assign an observer. [F12-6](#)
*Observers, please use the department's "JS Direct Observation Form.pdf" shared with you on Google Drive. Do **not** exceed the allocated space for text in each section of the form. Please submit by December 1.*

Primer on Direct Observations

Direct observations are an important, fundamental service obligation assigned to each T/TT faculty member in Justice Studies each semester of each AY. Direct Observations are required by policy (primarily [F12-6](#)) and regulated by the [CFA-CSU Contract](#).

For those observed, timing of direct observations is a matter of policy, and is required of the Department. Due to that, missed observations can have consequences for the colleagues who were not observed, possibly affecting their range elevation, retention, tenure, or promotion.

Below are some key regulations surrounding direct observations. SJSU policy directs the Department in this way:

As one component of the evaluation of teaching, faculty will be observed by their peers. . . . All peer observers will be assigned by the department chair or the department personnel committee.

Faculty in temporary positions shall receive a direct observation in at least one course during their first semester of appointment. Subsequently, they shall receive at least one direct observation during each appointment (e.g., one-year or three-year appointments). Observations will be made for a representative sampling of courses over time.

For probationary candidates seeking tenure, direct observations will be made for a minimum of one course per year. Over the entire probationary period, observations must be made to view the full range of courses taught. For candidates seeking promotion to Professor, direct observations shall be made in at least two different courses during the period of review. For tenured full professors, direct observations may be made upon request of a faculty member with the observations used for professional development.

And the CFA-CSU contract reminds us:

. . . the individual faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit, online observation, and/or review of online content is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es) regarding the classes to be visited and the scheduling of such visits.

T/TT faculty members should do these things each and every semester:

1. Check the departmental direct observation assignments to ensure you are aware of all instructors assigned to you for observations.
2. Contact and arrange with each instructor an observation in advance (at least 5 days) timed to occur at least one month prior to the end of instruction (e.g., by late October or early April).
3. Submit each observation to the Chair as soon as it is completed—which should be within 15 days of observing.
4. Please meet these deadlines for submission of direct observations, December 1 in fall semesters and May 15 in spring semesters.

All faculty should do these things:

1. Check the departmental direct observation assignments to ensure you are aware of the instructor assigned to observe you; or notify the chair to be assigned an observer.
2. Provide options for the observer to visit your class (in online modalities, set the observer up with student status in your class on Canvas).
3. Contact the Chair and the assigned observer if you have not been observed by late October or early April.