Area Chair Checklist for Non-Tenured Faculty Teaching Observations

Non-tenured faculty name: ___________________________________________________

Year and semester of observation: ___________________________________________

☐ 1. During the first week of the semester:
   Office for Undergraduate Studies (OUS) notifies Area Chair (AC) that non-tenured faculty teaching observations need to be scheduled.
   AC, or designee, will serve as observation committee chair.

☐ 2. During first three weeks of the semester
   OUS, AC (or designee), and the non-tenured faculty member assemble a committee of three faculty members.

   AC (or designee)____________________________________________________

   Non-tenured faculty choice ___________________________________________

   AC (or designee) choice______________________________________________

☐ 3. By the end of the second week of the semester, the non-tenured faculty member submits a list of class meetings or lessons that are inappropriate for observation, along with a reason for each.

☐ 4. By the end of the 3rd week, observation dates will be communicated to all parties.

☐ 5. 1st observation: will take place no earlier than the 4th week of the semester and no later than the end of the 8th week.

   1st observation date: __________________________________________________

☐ 6. 2nd observation: will take place at least one week after the first observation.

   2nd observation date:________________________________________

   ALL OBSERVATIONS MUST BE DONE IN PERSON; NO VIDEOTAPING

☐ 7. One week before 1st observation: committee members receive:
   a. Syllabus
   b. Lesson plan
   c. Assignments
   d. Summative evaluation letter and non-tenured faculty member self-reflection from previous semester

☐ 8. Between observations, non-tenured faculty may request informal feedback from committee chair.

☐ 9. Following the 2nd observation, committee chair assembles reactions of committee members and, at the discretion of the untenured faculty member, his or her self-evaluation as well; and drafts a summative evaluation letter to be delivered to the Office of Undergraduate Studies within one month of the final observation