

Procedure Number:	PHR 004
Procedure Title:	Faculty Observation Procedure

1. PURPOSE:

To assure the quality of instruction and maintain compliance with the Alamo Colleges' District Board Policies and Procedures concerning faculty evaluation, Northwest Vista College faculty have their teaching regularly observed. This procedure provides the basic structure for faculty observations and an Appendix containing an example version of an Observation Form. This procedure only intends to describe the minimum requirements for faculty observations.

2. DEFINITIONS

- 2.1. "Designated Evaluator": Any qualified faculty member or administrator assigned to conduct observations on behalf of and by a Chair, Program Director, or Coordinator.
- 2.2. "Full-Time Faculty": Any non-temporary, Full-Time Faculty member, regardless of rank. For the purposes of this procedure, "Full-Time Faculty" refers to any full-time faculty classified as Faculty Instructor, Assistant Professor, Associate Professor, or Professor.
- 2.3. "Adjunct Faculty": Any temporary contract faculty member, regardless of full-time or part-time status. For the purposes of this procedure, "Adjunct Faculty" refers to faculty classified as Part-Time Adjunct, Full-Time Temporary Faculty, Full-Time Intern, Visiting Lecturer, High School program faculty, and any other faculty member whose appointment is either part-time or term limited.
- 2.4. "Observation" – A direct, modality-appropriate evaluation of a faculty member's teaching. Evaluators may visit a face-to-face class session, be present in or watch the recording of an online synchronous class session or review the course content of an online asynchronous class.
- 2.5. "Observation Form" – Any instrument used to evaluate faculty teaching across all modalities. Appendix A provides a version of the Observation form based on Alamo Community College District Board Exhibit D.7.1.2.Ex.A. Evaluators may use this form or any other form which includes the same categories of evaluation.

3. PROCESS

3.1. Full-Time Faculty

- 3.1.1. As part of the Faculty Performance Evaluation procedure outlined by Alamo Colleges District Board Policy D.7.1.2, all Full-Time Faculty will be observed and evaluated by the Department Chair or Program Director or their designated evaluator.
- 3.1.2. The faculty evaluation and observation cycle will coincide with the faculty review process. The observation will occur once every academic year during the Faculty member's first five years of service and every other year thereafter.
- 3.1.3. Faculty have the right to request which modality and part of term they will be observed in and should be provided with copies of or links to the Observation Form(s) which will be used in the evaluation process. Evaluators should attempt to honor faculty requests, but requests should be balanced against practical constraints and an Evaluator's need to observe an appropriate range of faculty performance over time.

3.1.4.After the Observation, the evaluator will share a copy of the completed Observation Form(s). If the evaluation contains at least one “Does Not Meet” rating, then a meeting to discuss and review is required. Otherwise, the faculty and evaluator may meet upon the request of either party. The faculty member may add their own comments to any form prior to signing and should be provided with a copy of their Observation Form(s) for their records.

3.2. Adjunct Faculty

3.2.1.All Adjunct Faculty will be observed and evaluated by the Program or Discipline Coordinator, their designated evaluator, or a designated evaluator selected by the Chair or Program Director in cases where no Coordinator exists.

3.2.2.Adjunct Faculty are observed once during each of their first two academic terms of employment (Fall, Spring, Summer). If both evaluations for the academic year Meet or Exceed Expectations, then the faculty member will move to one evaluation per academic year (as required by Alamo Community Colleges Board Policy D.7.1.1)

3.2.3.Faculty have the right to request which modality and part of term they will be observed in and should be provided copies of or links to the Observation Form(s) which will be used in the evaluation process. Evaluators should attempt to honor faculty requests, but requests should be balanced against practical constraints and an Evaluator’s need to observe an appropriate range of faculty performance over time.

3.2.4.After the Observation, the evaluator will share a copy of the completed Observation Form(s). If the evaluation contains at least one “Does Not Meet” rating, then a meeting to discuss and review is required. Otherwise, the faculty and evaluator may meet upon the request of either party. The faculty member may add their own comments to any form prior to signing and should be provided with a copy of their Observation Form(s) for their records.

Contact for Interpretation: *Vice President for Academic Success*

Relevant Board Policy:	d.7.1.1 , d.7.1.2
Relevant SACSCOC Documents:	6.3
Originating Unit:	Academic Success
Maintenance Unit:	Academic Success
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