

1. **Required class visits:** Peer class visits must be made by the Chair or designee from among the tenured members of the Department. Scheduling is made by mutual agreement between the Chair and the lecturer. Additionally, the lecturer should be provided at least five days notice that a class visit is to take place.

Observations must be made during the first semester a lecturer is employed and subsequently at least once every 24 units taught or at least once every three years, whichever comes sooner. Lecturers are visited at least twice prior to a decision about a Service Salary Increase or a Range Elevation.

A written report of a peer class visit must be submitted to the lecturer and placed in his or her Personnel Action File. The lecturer may submit a written response or rebuttal statement and/or request a meeting to discuss the recommendation within ten (10) calendar days of receiving it. (See Article 706.3.1 of Section 700)

2. **Required student evaluations:** Student evaluations of teaching are required of at least two classes annually. If the lecturer teaches only one class during the year, that class is evaluated by students. Formats must be quantitative or a combination of qualitative and quantitative. The Chair and the faculty member confer on which classes to have evaluated. If they cannot agree, each decides on 50% of the courses to be evaluated. Department personnel procedures may require more frequent student evaluations. (See Article 612.5.2.c.(2)(b) of Section 600 and Article 706.3.2 of Section 700)

Some Matters to Note:

- Failure to conduct evaluations may work as negative evidence in grievances and legal cases against the University for not offering employment.
- Classroom observations need to follow a standardized procedure. It may also be wise to use a standardized reporting format.
- Reports of observations of teaching and summaries of student evaluations go into the Personnel Action File. These include both the quantitative results and the qualitative results (summary of student comments).
- Evidence of teaching effectiveness at different levels and with different subject matter works to the advantage of the faculty member. If the lecturer covers a range of courses, it is best to have evaluations reflect that range.
- Classroom observers should be advised about what to look for and how to record their observations. Observers usually do best when they meet with the instructor in advance to discuss the goals of the class and meet briefly afterwards to get the viewpoint of the instructor.