

PS&S COMMITTEE REVIEW
CLASSROOM OBSERVER RESPONSIBILITIES

1. Consult with the Chairperson of this review committee about which class you will observe.
2. Consult with the Reviewee about which class periods would be most appropriate and observe the class on two occasions. Your initial visit to the classroom should occur before mid-term with a second observation is made after mid-term.
3. Student evaluations will be completed online. During your first classroom visit, please inform the students they can expect an online invitation to evaluate the faculty member using an explanation such as follows:

“This evaluation helps to reinforce those aspects of the course that benefit you and it helps the professor know which areas of the course need strengthening. Please complete the evaluation thoughtfully. Your responses are valued.”

4. Complete the Class Observation Report (located on the PS&S Forms page) electronically and return it as soon as possible to your Committee Chair. One report can be used to report on both observations.
5. Participate in the Summary Session of the process with the full Review Committee and the Reviewee.
6. Thank you for participating in this important collegial activity.
7. If you have questions, contact me or the chair of the review committee.