

## 03.FAC.25 Peer Observation of Teaching Process

Approved by COB Faculty (May 4, 2023)

### Summary

Multiple University- and College-level policies reference peer observation (or “review” or “evaluation”) of teaching as an option for documenting effective teaching including:

- University Procedure 12.01.99.C0.04-Descriptions of Teaching, Librarianship, Scholarship and Creative Activity, and Service.
- University Rule 12.01.01.C1-Tenure.
- University Procedure 33.99.04.C0.02-Promotion of Full-Time Faculty Members.
- COB 03.FAC.05-Faculty Annual Evaluation.
- COB 03.FAC.08-Faculty Promotion and Tenure.

The College views peer observation of teaching as a formative process designed to encourage continuous improvement of faculty pedagogical skills and serve as a developmental tool for enhancing teaching practices and techniques. This document provides a consistent process for conducting peer observations of teaching in the College.

Any faculty member who wants to receive developmental feedback about their teaching and/or include additional documentation of teaching effectiveness in their teaching portfolio, may request a peer observation of any class. Peer observation of teaching is optional except as follows:

- As indicated in COB Policy 03.FAC.08 Faculty Promotion & Tenure, at least two peer observations should be completed before a faculty member submits a dossier for Tenure and/or Promotion review. If a faculty member has more than two peer observations completed prior to the submission of a tenure/promotion dossier, the faculty member is only required to submit two of them. These peer observations can be for the same or for different classes but should not occur in the same semester.
- If a faculty member is required to have a pre-tenure review, they should have at least one observation during the pre-tenure period. See COB Policy 03.FAC.09 – Pre-Tenure Review for more information.

### Selection of Reviewer

Faculty members choose their own peer observers from among the full-time faculty at TAMU-CC (inside or outside the College). A faculty member requesting peer observation will provide the observer with a copy of this document to ensure they understand the peer observation process in the College and their responsibilities as an observer.

Faculty members who would like assistance in identifying a peer observer may consult with their department chair or review the list of certified peer observers on the Center for Faculty Excellence webpage at <https://www.tamucc.edu/faculty/center-for-faculty-excellence/teaching-resources/classroom-peer-observers.php>.

### Responsibilities of the Faculty Member Requesting Peer Observation

A faculty member requesting peer observation of teaching is responsible for the following:

- Selecting the course to be observed and determining the observation session or window.
- Coordinating with the peer observer to ensure the observation session or window is completed in a timely manner.
- Meeting with the peer observer (in person or online) to discuss expectations and parameters for the peer observation and complete the appropriate pre-observation form. See 05.FOR.10 – COB F2F-Class Visitation Pre-Observation Form or 05.FOR.11 – COB Online Class Pre-Observation Form.
- Coordinating the observation session or window as follows:
  - For a face-to-face (F2F) course, the faculty member will coordinate with the observer to arrange the date and time the peer observer should visit the class. 05.FOR.12 - COB F2F Class Observation Form should be used for face-to-face peer observations conducted after Spring 2023.
  - For an online course, the faculty member will coordinate with the peer observer to provide access to the course in the learning management system (LMS) during the arranged observation window. The faculty member will also arrange to provide access to any other online platforms or technology used in the course. 05.FOR.13 - COB Online Class Observation Form should be used for online peer observations conducted after Spring 2023.

### Responsibilities of the Peer Observer

A peer observer is responsible for the following:

- Meeting with the faculty member requesting the observation prior to the observation session or window.
- Completing the observation in a timely manner.
- Providing the completed Peer Observation Form to the faculty member no later than two (2) weeks after completing the observation of the class, session or window.

### Timeline for Peer Observation

The typical order of events for peer observation of teaching is summarized as follows:

1. Request for peer observation initiated by faculty member.
2. Peer observer agrees to serve.
3. Pre-observation meeting with faculty member and peer observer.
4. Observation of the course class, session, module(s) or window.
5. Peer observer completes appropriate Peer Observation Form within two weeks.
6. Peer observer provides the faculty member with a copy of the Peer Observation Form to faculty member.
7. Optional post-observation meeting with faculty member and peer observer.
8. Faculty member informs Department Chair that a peer observation was completed. The faculty member may request further consultation with the Department Chair if needed.

Related Policies

[University Procedure 12.01.99.C0.04-Descriptions of Teaching, Librarianship, Scholarship and Creative Activity, and Service](#)

[University Rule 12.01.01.C1-Tenure](#)

[University Procedure 33.99.04.C0.02-Promotion of Full-Time Faculty Members](#)

[COB 03.FAC.05-Faculty Annual Evaluation](#)

[COB 03.FAC.08-Faculty Promotion and Tenure](#)

[COB 03.FAC.09-Pre-Tenure Review](#)