

Committee on Classroom Observation: Recommendations, Goals and Policies, Part II April 29, 2015

1. **Confidentiality** is of the utmost importance. As discussions regarding policies and procedures progress, the Faculty must be mindful of the absolute need for confidentiality. It is important to remember that praise of one individual may be construed as an indirect criticism of others. In no case may the identity of an individual whose teaching has been observed be revealed in the course of general discussions.

2. **Use of the adapted CTAL Form** is required, and observers must fill out the form, so that the same types of data are gathered for everyone being observed. In other words, observers must ensure that data is recorded for all categories on the form: course syllabus, lesson plans, classroom climate, and strengths. Observers will be aware that some individuals may be using syllabi created for them, and in that case observers will document *how* the goals of the syllabus are implemented.

Note, however, that the category of “Suggestions” will be used for observations only in the context of Peer Review. If observation documents are generated for P&T purposes, the category “Additional Comments” will replace “Suggestions.” The rationale for this is that the Peer Review is an opportunity for mentoring, the ultimate goal being successful promotion. The observation document generated for P&T, on the other hand, is a documentation of performance.

Note also that the form is a prototype. As noted earlier by this Committee, feedback on the form is welcomed, and refinement of the form will occur before the Departmental Peer Review process is formally revised.

3. In the case of **Peer Review**, data gathered by two observers will be used by these observers to generate a cohesive, balanced narrative that will be integrated into the body of the Peer Review document.

4. In the case of **P&T**, two observers will compose a comprehensive observation narrative. This narrative will become part of the P&T candidate’s portfolio as a free-standing “Teaching Observation Report.”