

## **Section 706.3 Class Visits**

(Approved 4/9/2021)

### 706.3 University-wide Procedures for Evaluating Teaching Effectiveness

1. A class visit will be made during the first semester a lecturer is employed. Subsequent visits will be made at least once for every 24 units taught by the lecturer, or at least once every three (3) years, whichever comes sooner. Colleges and Departments may mandate more class visits. Lecturers will be visited at least twice prior to a decision being made regarding that lecturer's request for service salary increase or elevation to a higher salary range.
  - a. Class visits will be made by the Department Chair or a designee of the Department Chair from among tenured faculty of the Department.
  - b. Procedures for making class visits will be determined by the Department. Scheduling of a class visit will be made by mutual agreement between the lecturer and the observer. The lecturer will be provided notice at least five (5) calendar days in advance that a class visit is to take place. The class visit may be in a physical classroom or in an online class, as appropriate for each class. To facilitate review of teaching materials, faculty will make online content, such as Canvas or other teaching platforms where course materials reside, available to reviewers. Reviewers are encouraged to meet with faculty under review to gain an understanding of how the materials on Canvas or other teaching platforms, relate to this faculty members course.
  - c. A written report of the class visit will be placed in the lecturer's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The lecturer may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The lecturer may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Department Chair. A copy of the report will be retained in the lecturer's Personnel Action File for at least five years.