

Department of Mathematics and Statistics Classroom Observation Guidelines

Drafted and approved by the Department Executive Committee (DEC)

Revised on December 7, 2015

The Department of Mathematics and Statistics (the “Department”) at the University of Michigan-Dearborn adopts the current Promotion and Tenure (P&T) policies of the College of the Arts, Sciences and Letters (CASL). In addition, the Department establishes the following guidelines which will be reviewed in Fall 2018:

1. At the minimum, each assistant professor is observed in classroom teaching once each year in their 2nd, 3rd, 4th and 5th year after the initial employment. Additional observation(s) can be added at any time. The classes being observed should include both lower and upper level courses.
2. At the minimum, each associate professor, post tenure promotion, is observed in classroom teaching once by the end of the 3rd year in each 3-year cycle. Additional observation(s) can be added at any time. The classes being observed should include both lower and upper level courses.
3. During a term when an assistant or associate professor is scheduled for a classroom observation, the Department Chair works with the individual faculty to be observed, his or her mentor(s) and DEC to identify an individual(s) to do the observation(s).
4. The observer(s) should hold a higher rank than the individual to be observed.
5. The observation details, including the class to be observed and the date/time of the observation, are pre-arranged and mutually agreed between the observer(s) and the individual faculty to be observed.
6. The observer(s) should provide a written report within two weeks after the observation, share it with the individual faculty being observed and submit it to the Department Chair.
7. It's strongly recommended that each assistant professor is observed in classroom teaching at least once in their 1st year after the initial employment so that they can receive timely feedback about teaching. The assistant professor being observed decides whether to include the report(s) of the observation(s) conducted in the 1st year or not in his or her P&T package.