


PRAIRIE VIEW A&M UNIVERSITY

A Member of The Texas A&M University System

MEMORANDUM

To: Academic Deans, Department Heads, and Faculty

From: James Palmer 
Provost & Senior Vice President for Academic Affairs

Date: June 1, 2023

Re: Faculty Classroom Observations

In February 2019, about 100 faculty members responded to the Faculty Senate survey regarding teaching observations. Nearly 55% responded that their "department regularly conducts teaching evaluations" and 90% of those surveyed said they "would welcome a teaching observation by another faculty member." The purpose of peer observations of classroom teaching is primarily to aid individual faculty in improving their teaching practices and secondarily to provide information for annual faculty evaluations.

Effective fall 2019, academic departments are required to conduct direct peer observations of faculty teaching. Categories to be observed cover areas such as:

- Content presentation and knowledge
- Instructor preparation and organization
- Instructional strategies
- Presentation skills
- Rapport with students
- Classroom management
- Clarity, among others

It is the responsibility of the department head to monitor and ensure that all faculty members, including adjuncts, participate in annual classroom observations. Department heads also need to be observed. **All peer observations should be completed annually by March 1.**

As one faculty survey commented, "Fairness and mutual trust are paramount for an observation to be successful." The Center for Teaching Excellence is available to support teaching efforts and hold workshops to ensure understanding of the observation criteria and process.

xc: Tomikia LeGrande, President
Laurette Foster, Center for Teaching Excellence
David Rembert, Faculty Senate