

## Classroom Observation Record

The purpose of this form is to document that required observations of faculty are occurring on schedule and in compliance with observation procedures. Faculty observers are encouraged to keep detailed notes on the class observations in their personal files for reference when writing tenure and promotion letters.

Name of Faculty Member Observed: \_\_\_\_\_  
(Please print)

Name of Faculty Observer: \_\_\_\_\_  
(Please print)

Course Observed: \_\_\_\_\_

Date(s): \_\_\_\_\_

Pre-class meeting date: \_\_\_\_\_

Post-class meeting date: \_\_\_\_\_

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Observee's Signature

Please submit the completed form to the Department Chair, with a copy to the candidate being observed, no later than one month after the observation date. The Department Chair will deliver the form to the Provost's Office where it will be placed in the candidate's file.