

# CLASSROOM OBSERVATIONS

Greenville Tech prides itself on the high quality of instruction it provides. One method of ensuring quality instruction is classroom observations of faculty. Through this process, the department head/chair and/or designees appointed by the department head/chair provide feedback to faculty that will enhance teaching and student learning. Classroom observations will be conducted at all campuses and all off-campus instructional sites, as well as for online courses and the online portion of blended courses.

Using the appropriate observation form, classroom observations are conducted as follows:

**NEW FULL-TIME FACULTY (during a two-year probationary period) -**

1. First Semester – one announced and one unannounced visit by the department head/chair and one announced by the academic dean or assistant dean.
2. Second Semester through Fourth Semester – one announced and/or one unannounced visit by the department head/chair.

**FULL-TIME FACULTY (during the 3rd through the 5th year of employment)**  
- One announced and/or one unannounced visit per year by the department head/chair, academic dean, assistant dean, or peer appointed by the department head/chair.

**NEW ADJUNCT FACULTY (during the first semester of employment) -** One announced and one unannounced visit by the department head/chair, academic dean, assistant dean, or peer appointed by the department head/chair.

**ADJUNCT FACULTY (during the 2nd through the 7th semester of employment) -** One unannounced visit each academic year by the department head/chair, academic dean, assistant dean, or peer appointed by the department head/chair.

**DUAL ENROLLMENT COURSES -** High school teachers who teach GTC courses at high schools are considered adjunct faculty. Keep in mind that courses taught at high schools belong to the college, which means the department heads/chairs are responsible for the integrity and content of such courses. Therefore, department heads/chairs are responsible for scheduling course observations according to the guidelines for adjunct faculty as described above.

After the required time has passed, full-time and adjunct faculty who have met the above requirements and who do not have a history of instructional performance issues shall be observed at least once every two or three years by the academic dean, assistant dean, department head/chair, or peer appointed by the department head/chair.

## **Additional Guidelines/Requirements:**

1. Department head/chair or designee will meet with each new full-time or adjunct faculty member before the first classroom observation to review the purpose of the observation in addition to expected classroom procedures.
2. Department head/chair or designee will meet with each instructor within a week following any classroom observation.
3. Face-to-face classroom observations and the classroom portion of blended courses shall be documented on the instructor observation form ([https://mygvltc.sharepoint.com/:b/s/resources4me/gtcdocumentation/EWUUwgZEShFLIZyri9oV1FkBNNonZHQra3PBr\\_yrY00pdIg/?e=ExMF11](https://mygvltc.sharepoint.com/:b/s/resources4me/gtcdocumentation/EWUUwgZEShFLIZyri9oV1FkBNNonZHQra3PBr_yrY00pdIg/?e=ExMF11)).

Classroom observations for online and online portions of blended courses shall be documented on the online instructor observation form (<https://mygvltc.sharepoint.com/:w/s/resources4me/gtcdocumentation/EVs-YneblEtLmFe8VIDV5ooBur1uQXpY1jEJAnlVonQydA/?e=cBsBQE>). Both forms can be found on Resources4me under Employee Resources>Faculty Resources>Faculty Resources Documents.

4. Nothing in these guidelines/requirements shall be construed to restrict the number or frequency of classroom visits by the academic dean or department head/chair.