

MIAMI DADE COLLEGE

Guidelines for Faculty Visitation

1. Faculty visitation provides the Chairperson with information about a faculty member's performance in the classroom or similar educational setting and promotes dialog between the Chairperson and faculty member about areas of strength and areas that need improvement. This dialog, which is as important as the visitation itself, should be supportive and helpful to the faculty member.
2. A minimum of one unannounced visitation per year is required by the contract. Faculty librarians will have one unannounced visitation scheduled in the same manner. Additional announced or unannounced visitations may be scheduled as appropriate.
3. The faculty visitation process includes a prior discussion between the Chair and the faculty member. This is an opportunity to develop a mutual understanding of the objectives of the class and the teaching and learning strategies planned, and to determine what feedback would be most helpful to the faculty member.
4. Visitations should be of sufficient length to allow for assessment of all areas on the observation form; this may be an entire 50 minute class. If classes are scheduled to be longer than 50 minutes and you will not observe the entire class, enter and/or exit the class when this will cause the least disturbance possible to the students and faculty member. This would be at the beginning of class, during a break, or at the end of class.
5. If timing and circumstances are appropriate, you may introduce yourself to the class and explain that you are there to visit the class and that this is an expected responsibility for Chairpersons at the College. No further explanation to students is necessary.
6. If you take notes during the visitation, make them on the "Faculty Classroom Observation" form you will be giving to the faculty member. Do **not** make notes on a separate document.
7. A post-observation conference may be requested by the Chair and/or faculty member. This is an opportunity to clarify perceptions and explain notes made by the Chair. The faculty member's signature indicates receipt and review of the form, not that he/she agrees with the feedback on it. During a post-visitation conference the faculty member may request an additional visitation.
8. The completed and signed "Faculty Classroom Observation" form should be placed in the faculty member's departmental file; it will be a source of information for the faculty member's annual performance review.