

Observation Requirements

In order to complete your dossiers, you must have peer observations. Faculty Policy Series #46 explains procedures for Observations and can be found at:

<https://www.hofstra.edu/faculty/senate/policy-...>

Please note section III:

- III. Frequency of Observation.
Faculty should be observed often and early enough before a personnel decision is made to help contribute to a more reliable record of classroom performance. The DPC shall ensure that no faculty member is unduly burdened either as an observer or observee by the number of observations in a given semester. Each department shall determine what constitutes the normal number of observations. Departments should not fall below the following minimum numbers of observations for each instructor without reasonable justification.
 - A. Full-Time Faculty
 - 1. Normally, untenured faculty should be observed at least once a year throughout their probationary period.
 - 2. Tenured faculty seeking promotion should be observed at least three times throughout the period preceding the promotion decision, **with at least one observation in the year of application.** (For instructors seeking promotion to assistant professor, that period is normally three to seven years; for assistants seeking associate, six years in rank; and for associates seeking full, six years in rank.)
 - B. Adjunct Faculty
 - 1. New adjunct faculty should be observed in their first semester. Thereafter, continuing adjuncts (those who have taught at least six hours per academic year for at least two of the preceding four academic years, or at least three hours per academic year for each of the four preceding years) should be observed at least once every three years.
 - 2. **Adjunct faculty seeking promotion should be observed in the semester of application.**

Observations may be submitted in hard copy to the DPC, AHTC or AHPC after your Blackboard site has closed.

All observations should be signed by observer.