

- a. Class visits. Class visits by members of the Reappointments and Promotions Committee shall be spaced throughout a term of appointment. Within one year preceding the date of any decision regarding reappointment, promotion to all ranks (except the rank of Full Professor), and/or tenure, there shall be at least three visits made by three different members of the Reappointments and Promotions Committee. Department Chairs shall take care that arrangements for visits are made in advance with the instructors (at least forty-eight hours in advance), taking into consideration her/his preference as to times and numbers of individuals at a visiting session.

Prior to class visits, visiting faculty shall discuss with the instructor the general design of the course and place of the specific class session in this design.

Faculty visits to the classroom are valuable as a means for suggesting improvement of teaching as well as for evaluation. Class visits shall be followed promptly by an oral discussion of the visit with the instructor. A written report of the visit shall be prepared by the visitor and placed in the instructor's departmental file. A copy shall be sent to the instructor within two weeks of the visit. If the written report is not filed within a month of the visit, the chair of the R&P and/or the instructor will inform the Office of the Dean of the College. Successive evaluations shall include comparisons with former evaluations of teaching performance. It is appropriate for evaluated faculty members to file written statements in their departmental files responding both to oral and written communications. An opportunity for this response shall be given before the Reappointments and Promotions Committee meets to draw up its recommendations.

The opportunity for non-tenured faculty to observe senior colleagues in the classroom is another valuable means for the improvement of teaching. Each department shall encourage this type of interchange.