

Faculty Observation Policy

Purpose:

The purpose of this observation policy is to provide constructive feedback, promote professional development, and maintain the delivery of high-quality teaching at The Globe. Observations are a supportive process aimed at fostering reflective practice and continuous improvement for our freelance teaching faculty

Scope of the Policy

This policy applies to all freelance teaching faculty members working at The Globe. Observations will be conducted once per academic year, where feasible, by either:

- Other designated freelance faculty members, or
- Permanent staff members at The Globe.

Observation Process:

1. Scheduling of Observations

- Observations will be arranged in advance, at a mutually agreed-upon time, to ensure the process is supportive and non-disruptive.
- Faculty will be informed of the observer and the purpose of the observation ahead of time.

2. Observation Framework

- Observations will focus on specific areas, such as professionalism, teaching techniques, content delivery, and responsiveness to student needs.
- The criteria for evaluation will be transparent, and faculty will have access to the framework prior to the observation.

3. Observation Conduct

- Observations will typically last the duration of a session or a significant portion thereof, depending on the nature of the class.
- The process will remain discreet, with minimal interference to the teaching and learning environment.

Feedback and Follow-Up:

1. Written Feedback

- Observers will provide written feedback to the observed faculty member within one week of the observation.
- Feedback will highlight strengths, suggest areas for improvement, and offer constructive recommendations.

2. Optional Meeting

- Faculty members will have the option to request a one-on-one meeting with the observer to discuss the feedback in more detail, if required.
- Meetings, if requested, will be arranged at a mutually convenient time and conducted in a collaborative manner to support professional growth.

Confidentiality:

- Observation records and feedback will remain confidential between the observed faculty member, the observer, and relevant management personnel at The Globe.
- Observations are not designed to be punitive but are part of a developmental process aimed at enhancing teaching quality.

Implementation and Review:

- This policy will be reviewed annually to ensure it continues to meet the needs of freelance teaching faculty and aligns with The Globe's commitment to excellence in teaching.
- Feedback from faculty regarding the observation process is welcomed and will be considered in future revisions of the policy.