

DKU Classroom Observation and Feedback Opportunities at a Glance

Last Updated in September 2026

Aspect	Peer Learning		Formative Feedback		Evaluative Reviews	
	Open Classroom	Visit a Classroom (VaC) (link)	Small Group Instructional Feedback (SGIF) (link)	Formative Class Observation (link)	1 st -Yr Required Class Observation	Review Class Observation (link)
Who observes?	Any faculty	Any faculty	CTL staff	Faculty peers or plus CTL staff	Faculty Fellows*	Unit Heads or Faculty Fellows*
Who is observed?	Any faculty	Any faculty	Any faculty	Any faculty	First year FT faculty	Faculty up for reappointment, tenure, promotion, and PoP conversion reviews
Primary function	Learn from others through classroom shadowing	Learn from peers through reciprocal classroom visits	Gather mid-term feedback from students and CTL professionals	Gather developmental feedback from peers and CTL professionals and prepare for review observations required for personnel decisions	Document first year teaching and gather feedback from experienced faculty	Provide formal evidence of teaching required for tenure, reappointment, and promotion reviews
Required?	Developmental	Developmental	Developmental	Developmental	Required	Required
Process	Observer requests visit → open classroom instructor confirms schedule → Observer sits in on at least one class meeting → reflection	Faculty form a small group → pre-meeting → members visit each other's classes → group reflection/debrief with CTL	Instructor requests SGIF → CTL facilitates ~15-minute student discussion without instructor present → CTL synthesizes feedback → ~30-minute instructor debrief → instructor responds to students	Observed faculty requests formative observation → selects/nominates peer observer(s) → pre-observation meeting → class observation → post-observation feedback/brainstorming	Observed faculty selects Faculty Fellow → schedules observation → pre-meeting → class observation → report generated → post-observation feedback meeting → report supplements	Observed faculty selects observer → structured → schedules observation → pre-meeting → class observation → report generated → report incorporated into review dossier

					review dossier if opt in	
Observation Guidelines	Open and flexible structure	Manual for observation, reflection, and discussion, rather than a formal evaluative rubric (link)	Structured discussion prompts, including learning, workload, assignments, feedback, difficulty, and suggestions	Observation process and rubric (link)	Observation process and rubric (link)	Observation process and rubric (link)
Final output	Reflection	Reflection	Feedback synthesis	Observation report	Observation report	Observation report
Timing	Across the semester, according to open classroom instructors' schedules	Across the semester, according to participating faculty's schedules	Usually Week 3–5 for undergraduate courses and Week 7 for graduate courses	Faculty can use it before the mandatory observation, preferably early enough to allow improvement	First year: S3/4 for first-year colloquium participants. Any session during the first year for other first year faculty	Within a year before the tenure, reappointment, or promotion dossiers due
Support Unit	CTL	CTL	CTL	CTL	CTL & Assessment Office	Assessment Office

* **Faculty Fellows** are experienced peers nominated by unit heads and certified through Class Observation Observer training. Recognized for their good understanding of DKU teaching contexts and effective teaching practices, they are qualified to conduct formal class observations for first-year faculty and reappointment reviews.