

ADMINISTRATIVE DIVISION Academic Affairs	POLICY NUMBER 302
POLICY TITLE Annual Course Observation	
DATE OF REVISION June 4, 2025	
RESPONSIBLE OFFICER Executive Vice Chancellor for Academic Affairs & Provost	ADMINISTRATIVE OFFICE Academic Affairs

PURPOSE

This policy delineates the process for observation of classroom instruction intended to ensure adherence to the academic standards of the university and continually improve teaching and learning practices.

DEFINITIONS

Classroom – Online or face-to-face learning environment.

Peer Observer –Faculty peer or Director of the Center for Teaching and Learning who observes in-person or online course instruction or Director of E-Learning who observes online course instruction.

POLICY STATEMENT

All faculty shall undergo regular course observation to validate academic standards and assess teaching and learning practices in the classroom. All faculty are observed by the Department Chair or peer observer at the conclusion of the first term.

Following first-term observation, course observations shall be conducted annually.

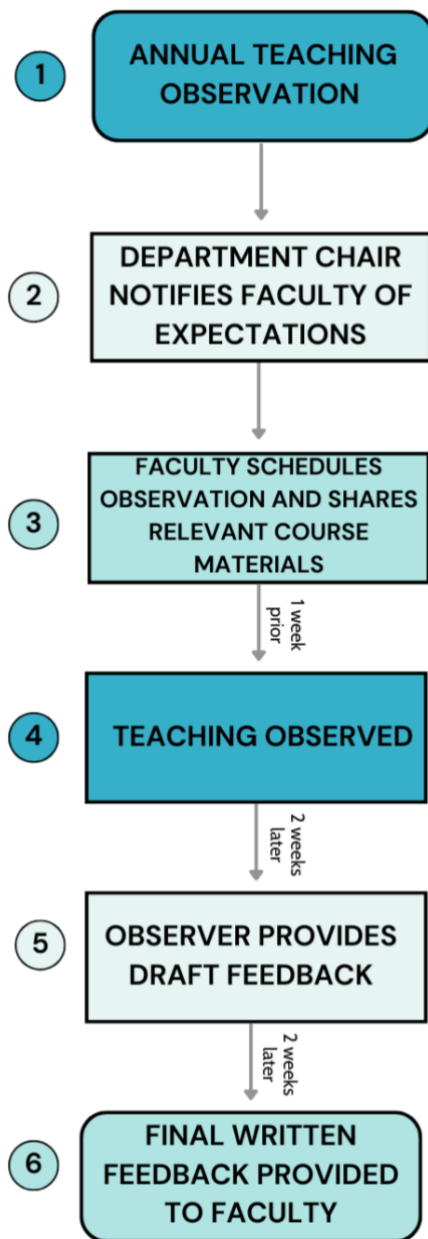
The Department Chair may observe course instruction for the purposes of validating faculty self-evaluation as part of annual performance evaluation. Peer observation is purely formative, and it is at the faculty's discretion to include written feedback from peer observation into annual performance evaluation and/or promotion and tenure files.

PROCEDURES (See Flowchart, Figure 1)

1. Annually, a letter will be sent to faculty by the Department Chair, requesting faculty schedule course observation during the academic year.
2. Prior to course observation, the faculty shall submit relevant course materials ahead of the scheduled observation. These may include but are not limited to: course syllabus, instructional materials, and assessments.
3. Observation for in-person class may range from 45 to 60 minutes unless other parameters have been agreed upon by faculty and observer. Online course observation may occur over a 1-to-2-week period to assess online pedagogy.
4. Following the observation, draft written feedback shall be provided to the faculty, and reviewed. The review allows for clarification and validation of findings. Final written feedback, including recommendations for improvement shall be provided to the faculty within two weeks of the review meeting.

5. The faculty may choose to submit peer feedback as part of annual performance review related to teaching, and it is the responsibility of faculty to provide this information in a timely manner if the faculty wishes to include this feedback in performance review.

Figure 1



RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[University of South Carolina Beaufort Faculty Manual](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
June 4, 2025	Updated policy and procedure to reflect current practice; updated format
June 7, 2018	New policy