

Workflow Cheat Sheet

1. Before the Observation

- Confirm observation assignment with faculty.
- Coordinate observation (Weeks 4–12) and post-observation meeting.
- Prepare TFO coversheet and observation form (print for in-person; fillable doc for online).
- Request syllabus and relevant course materials

2. During & After the Observation

- Conduct observation and draft narrative aligned to evaluation criteria.
- Hold post-observation meeting within 1–2 weeks.
- Review notes with faculty.

3. Signatures & Submission

In-Person Observations

- Provide TFO Coversheet and Observation Form to post-observation meeting.
- Sign all forms during meeting (preferred practice).
- Make copies for personal records.
- TFO or faculty delivers signed original to Dean/Division Office.
- Faculty retains copy and completes Self-Evaluation.

Online / Hybrid Observations

- TFO completes documents electronically & obtains signatures.
- TFO ensures fully signed document is sent to Dean/Division Office or requests assistance with routing in AdobeSign (typed signatures not accepted).
- Faculty includes TFO Observation in full evaluation packet.

4. Final Responsibility Summary

- **Faculty Responsibility:** Initiates TFO selection, coordinates observation, completes Self-Evaluation, and assembles required evaluation components.
- **TFO Responsibility:** Confirms observation date & time, initiates post-observation meeting, and forwards observation documentation to the Division Office.
- **Dean/Division Office:** Confirms receipt of completed documents and follows up on missing materials or corrections needed. Routes final packet to VPAA & HR Offices.

FACULTY MEMBER



RECEIVE OFFICIAL EVALUATION NOTIFICATION FROM VPAA OFFICE (before end of Week 3)

Faculty shall review attachments containing process, key contacts, & contractual timelines.



PREPARE FOR OBSERVATION: ADMIN OR TFO SELECTION

- **New PT (Cycle 1):** Area Admin to initiate contact w/faculty and confirm observation date.
- **Returning PT (Cycle 3 or 6):** Select TFO from roster and initiate contact via email to confirm observation date.
 - Submit TFO name via embedded link in official notification email from Week 3.
- Provide instructional syllabus and any other requested materials to observer.



PARTICIPATE IN OBSERVATION (Weeks 4-12)

Instructional:

- Live Classroom (in-person)
- Live Zoom (online synchronous)
- Canvas shell (online asynchronous & hybrid)

Non-instructional:

- Live counseling appointments
- Librarian workspaces & appointments



POST OBSERVATION MEETING (recommended before Week 15)

- Faculty and Observer to coordinate meeting
- Review and discuss observation
- Sign required forms if possible
- Submit forms to Division Administrative Assistant



REVIEW STUDENT SURVEY SUMMARIES & COMPLETE SELF-EVAL (before end of Week 15)

Faculty to review all materials before completing Self-Evaluation. Submit all documents to Dean/Division Assistant for final review, signatures, and routing to the VPAA and HR Offices.

TFO / ADMIN OBSERVER



TFO TRAINING (Required for new TFOs)

TFO Training invitation email from VPAA Office prior to Week 4. Returning TFOs welcome to join.



TFO CONFIRMATION (Returning PT Faculty)

TFO selection to be identified by Week 8 and name submitted by evaluatee using submission link.



SCHEDULE OBSERVATION

Coordinate with faculty to schedule observation. In-person classes or counseling appts, online Canvas shells, and hybrid courses should be considered.



CONDUCT OBSERVATION

Use observation form to provide meaningful commentary on each question and ranking.



POST OBSERVATION MEETING (recommended before Week 15)

- Faculty and TFO discuss and review forms
- Fill out TFO Coversheet and sign
- Sign Observation Form
- Submit both forms to Administrative Assistant
 - Routing in AdobeSign for signatures available by Administrative Assistant if needed