

Dąbrowa Górnicza, 28 March 2024

Rules for Conducting Class Observations and Class Visits

§1. General information

1. Class observations and class visits are aimed at systematic and effective improvement of the quality of education and creating an opportunity for the teacher to obtain feedback on the quality of their classes and the development of their teaching competences.
2. Class observations and class visits apply to all university teachers.
3. Class observations and class visits can be scheduled or unscheduled.
4. Scheduled class observations are included in the schedule of class observations conducted by selected persons. In the education process, this type of class observation is of an advisory and monitoring nature.
5. Unscheduled class observations constitute monitoring of classes not included in the schedule of class observations, usually carried out as an intervention. In the education process, unscheduled class observations perform a reconnaissance-diagnostic and preventive role.
6. Class visits are an additional form of improving teachers' teaching competences. The purpose of class visits is to support university teachers in the development and improvement of teaching and methodological competences, the use of various teaching methods and tools, and to focus on good practices in the use of teaching methods.
7. Both face-to-face and remote classes are subject to class observation and class visit.

§2. Class observations and class visits

1. The following classes are usually subject to class observation:
 - 1) conducted by a university teacher who starts cooperation with the university,
 - 2) conducted for the first time by a given university teacher,
 - 3) conducted by a university teacher who obtained low grades in the education quality survey.
 - 4) other university teachers at the request of the Head of the Department or the Dean of the faculty concerned.
2. Class visits apply to classes conducted in the form of tutorials, laboratories, workshops and practical projects. Class visits may also apply to classes conducted in the remote form, for example webinars.
3. Class observations may be conducted by the head of the department, an independent researcher or another teacher appointed by the head of the department or the Dean of the faculty.
4. People entitled to conduct class observations also include the Rector and the Dean, the Head of the Department of Foreign Languages, and in the case of class visits, a methodology consultant, as well as Deputy Deans and other teachers appointed by the Dean.
5. The observer must not have a lower academic degree than the observed teacher. In the case of class visits, the above criterion does not apply.

§4. Frequency of class observations and class visits

1. Classes of university teachers whose work experience at WSB University exceeds four years and obtain high results in the education quality survey may be observed and visited less than once a year.
2. Classes of university teachers whose work experience is less than four years may be observed and visited several times a year.
3. If the results of the periodic appraisal of the university teacher, the findings in the class quality survey completed by students and/or the conclusions from the previous class observation are positive, the teacher may be observed once during the period covered by the periodic appraisal.
4. Class observations take place once a semester on the basis of a schedule of class observations (Annex 1).
5. Class visits take place on a continuous basis on the basis of the schedule of class visits (Annex 2) drawn up by the methodology consultant.
6. Class observations and class visits may take place at the request of a teacher whose classes are subject to scheduled or unscheduled class observations or class visits.

§5. Description of the conduct

1. The head of the department presents the schedule of observations to the Dean:
 - 1) by the end of October (winter semester),
 - 2) by the end of February (summer semester).
2. Class observation results are reported in the class observation report (Annex 3).
3. The class visit is reported in the class visit report (Annex 4)
4. The observer is obliged to present the class observation report to the observed teacher and to discuss the observation results and recommendations with him/ her. The observed teacher signs the class observation report.
5. The person visiting classes is obliged to present the class visit form to the teacher and to discuss visit conclusions with him/her. The teacher signs the class visit report.
6. Observation results should be taken into account in the periodic employee appraisal, the promotion policy and in the teaching workload. Class visits are advisory and are not part of the assessment in the process of periodic employee appraisal.
7. If the observed teacher receives low grades, the head of the department and / or the Dean should analyze the reasons for receiving a negative opinion and jointly take corrective actions.
8. As regards the class visit, the conclusions are systematically transferred to the head of the department and the Dean.

§6 . Responsibility

1. The Deputy Dean is responsible for supervising a given field of study and is responsible for initiating interventional class observations, preparing a schedule of class visits in consultation with the methodology consultant, presenting a report on the conducted class observations and class visits to the Dean on an ongoing basis.
2. The head of the department or the Head of the Department of Foreign Languages is responsible for preparing a schedule of class observations, analyzing the results of class observations in a given department.

3. The observer shall be responsible for conducting the class observation and discussing the result with the observed teacher.
4. The observer during the class visit is responsible for conducting a class visit and discussing its outcome.
5. The teacher whose classes were subject to class observations or class visits is responsible for taking into account the conclusions from class observations or class visits in the conduct of classes.
6. The methodology consultant coordinates methodological visits, supports the development of teaching competences of observed teachers, and plans the teaching development paths of teachers.

§6. Related documents

Rules for the periodic appraisal of research and teaching staff

Annexes

1. Schedule of class observations
2. Schedule of class visits
3. The class observation report
4. The class visit report.

Annex 1 to the Rules of Conduct of Class Observations and Class Visits

WSB University

SCHEDULE OF CLASS OBSERVATIONS

Faculty	Department
Academic year 20..../20...	Semester ☐ summer ☐ winter

Substantive-methodical class observations					
Name and surname of the observed teacher	Subject	Type *	Date	Time	Observer's surname and first name

***Type:**

l- lecture

t- tutorials

lab – laboratory

.....
signature of the head of the department

Annex 2 to the Rules for Conducting Class Observations and Class Visits

WSB University

SCHEDULE OF CLASS VISITS

Faculty	Department
Academic year 20..../20...	Semester ☐ summer ☐ winter

Class visits					
Name and surname of the observed teacher	Subject	Type *	Date	Time	Observer's surname and first name

***Type:**

l- lecture

t-tutorials

lab – laboratory

pro – project

.....
signature of the Dean/Deputy Dean

CLASS OBSERVATION REPORT

Faculty.....		Department			
Subject		Type of classes		Semester	
		☐ laboratory ☐ tutorials ☐ lecture			
Observer's name:		Date		Time	
Teacher's name					
EVALUATION					
Methodological	unsatisfactory	satisfactory	good	very good	exemplary
Substantive	unsatisfactory	satisfactory	good	very good	exemplary
Observer's comments, including the description of the course of the observed classes:					
Observer's recommendations:					
Date:	Signature of the teacher		Signature of the class observer:		

Please choose the correct answer in the appropriate column

Scope of evaluation	Definitely	Probably	Hard to say	No	Definitely not
Classes started and finished on time					
The teacher presented class objectives to the students clearly					
The teacher achieved the presented class objectives					
The teacher checked whether the students understand the content presented					
The classes were conducted correctly in terms of presenting the subject matter					
The teacher was kind to the students					
The teacher tried to stimulate the students' interest and learning					
Teaching aids and technical devices were sufficiently used					

Note!: Please choose the answers in the table below for the **evaluation of language classes**

Scope of evaluation	Definitely	Probably	Hard to say	No	Definitely not
The teacher doesn't make language mistakes.					
The teacher talks to students in a foreign language.					
The teacher uses Polish intentionally, only when it is necessary.					
The teacher conducts classes at a pace which is well-adjusted to the level of the group.					
The teacher chooses language tasks which enable the students to speak a foreign language.					
The teacher uses teaching aids					
The teacher uses a variety of methods to improve individual language skills					

CLASS VISIT REPORT

Faculty		Department	
<i>Subject</i> 	<i>Type of classes</i>		<i>Semester</i>
	☐ <i>laboratory</i> ☐ <i>tutorials</i> ☐ <i>lecture</i> ☐ <i>pro</i>		
<i>Observer's name:</i> 			<i>Date</i>
<i>Teacher's name:</i> 			
<i>Description of the class observation (including teaching aids used):</i> 			
<i>Examples of good practices:</i> 			
<i>Recommendations:</i> 			
<i>Date:</i>	<i>Signature of the teacher</i> 	<i>Signature of the class observer</i> 	

