

REGULATIONS

Observation of lecturers

*(Issued together with Decision No. 16 /QD-SIU dated January 5, 2017
of the Saigon International University)*

Chapter I

GENERAL REGULATIONS

1. The purpose of observation

Observation is an activity in the training and management procedures to examine and evaluate the teaching quality of lecturers and provide opportunities for them to exchange experience for professional improvement.

The observation's result is one of the indicators for evaluating the lecturer's competency and the evidence for the university to have measures and plans to improve the teaching staff's professional quality.

2. Subjects and scope of observation

2.1. Subjects:

Lecturers observed have less than 10 years of teaching experience or less than 3 years working at the university.

Observers are the Dean, the Dean Associate, the Head of Subject, the Vice Head of Subject, or lecturers of the same subject/Department or as assigned by the university.

2.2. The scope of observation: classes in the training facilities of The Saigon International University.

Chapter II

REGULATIONS OF OBSERVATION

3. Criteria for assessing and classifying teaching

3.1. Criteria for assessing teaching

Criterion 1: Lesson plans and preparation

- Plan and prepare for lectures using the extensive knowledge of expertise, the relationship between different topics related to the learning content and between one subject and other subjects, and the learner's background knowledge of the topic.

- Teaching outcomes are clear, demonstrating that learning the subject is important, and they are linked to the curriculum.

- The lesson outline consists of instructional activities that are arranged in a logical sequence, requiring all learners to think, solve problems, investigate, and defend their opinions and predictions.

- Design detailed assessment forms to monitor learning and provide the information needed for effective teaching.

- Have methods to measure and assess learning outcomes that are consistent with the course outline, allowing learners to demonstrate understanding in one or many different ways.

Criterion 2: Classroom environment

- There is a way to organize the class so that all learners can participate in the lecture.

- Maximize instructional time and foster student-faculty and student-to-student interactions, ensuring that all learners perceive the classroom as a safe place to accept their academic mistakes.

- Learners can contribute significantly to the effectiveness of classroom activities by active participation, ensuring efficient use of classroom space, and supporting the learning of their peers.

- The attitude of the learners is always appropriate, and the lecturers' handling of violations is sensible, preventive, and respectful of the learners' personalities.

Criterion 3: Teaching methods help:

- All learners actively participate in the lesson.

- Learners make a significant contribution to the success of the classroom by participating in high-level discussions and focusing on their own learning and that of others. Lecturers explain clearly and encourage learners to absorb knowledge.

- Lecturers' feedback must be specific about learning goals and assessment scales, providing specific suggestions for improving student learning. As a result, learners can

understand their learning progress, their learning goals, and what they need to do to improve.

- Lecturers are aware of their responsibility for students' learning and make necessary adjustments to ensure effective learning.

3.2. Calculate rating:

Each criterion is evaluated on 4 levels, with different weighted scores:

Level 1: Very good, weight 4

Level 2: Good, weight 3

Level 3: Average, weight 2

Level 4: Below average, weight 1

Highest rating score: 40 points

Lowest rating score: 10 points

Evaluation score of 1 observer (for lectures) = (the number of very good evaluation criteria x 4) + (the number of good evaluation criteria x 3) + (the number of average evaluation criteria x 2) + (number of below average evaluation criteria x 1).

The average score (AS) of the observed lecturer = The total score of the members/the total number of members.

- Classify lectures:

Very Good: $(40 \geq AS \geq 235)$

Good: $(35 > AS \geq 25)$

Average: $(25 > AS \geq 20)$

Below average: $(20 > AS \geq 10)$

- Requirements for grading and evaluating lectures:

The evaluation, scoring, and comments must be objective, honest, and close to the content of the evaluation criteria.

4. Observation procedure

Step 1: The Dean of the Department organizes a meeting of the Department to announce the observation plans to all lecturers in the Department, the purpose, requirements, content, and the observation form (teaching evaluation form, the summary of the observation result form).

Step 2: The Dean or the Head of Subject plans and makes a list of lecturers observed and observers, published on the notice board of the Department.

Step 3: The Dean or the Head of Subject observes classes according to the set schedule. Each observer is given an evaluation sheet, and the content of the assessment is recorded directly on the form. After the end of the lesson, the observed lecturer and the observer/ observer group exchange ideas and evaluate the points of the lesson;

Step 4: At the end of the observation schedule, the Dean of the Department holds a meeting to announce the results of the observation, summarizes comments on the advantages and disadvantages of each lecturer, receives feedback from the observed lecturers; synthesizes proposals and recommendations to the school (if any) within 10 working days from the end of the observation schedule.

Step 5: The Departments/Subjects, the Office of Testing and Quality Assurance, and the relevant units keep records of the observation procedure.

Step 6: Heads of Departments/Subjects take measures to help lecturers improve and enhance their professional and teaching competency.

5. Regulations on observation

1. Observation is a mandatory requirement for teaching activities of lecturers. A lecturer is observed at least once/semester (or school year).

Heads of Subjects/Departments are responsible for organizing and implementing according to the general plan and form of the University and the specific schedule of the Department.

2. Observation participants:

- For leaders: The Board of Directors, the Dean, the Dean Associate, the Head of Subject, the Vice Head of Subject, or as assigned by the school.

- For colleagues: lecturers in the same Department/Subject.

- Observers have to attend the full-time one hour/lecture (50 minutes). Observers have to evaluate, grade, and contribute ideas for the lecture and for the lecturer to gain experience and improve methods and content of knowledge.

3. For the observation group: The evaluation and grading are conducted independently among the participants. The results are calculated as the average of the members' ratings. If the grading results of each member have a difference of 2 levels (such as Below average and Good, Average and Very good), the leader of the evaluation team and the Dean of the Department assign other members to re-observe the following week.

4. The results of the observation are publicly announced to the lecturers in the meeting at the Department. The lecturers have the right to discuss observers' comments and make suggestions to the Subject, the Department, and the school.

5. The annual observation results are one of the indicators for the school to evaluate the competency and awareness of the lecturers to consider the salary increase/bonus/cooperation; review and rank individual emulation titles in the school year.

Chapter 3

ORGANIZATION OF IMPLEMENTATION

6. Responsibilities of relevant units and individuals

- The Department is responsible for scheduling, assigning observation, and implementing the plan and regulations of the University. The Department/Subject is responsible for the University in taking measures to improve the quality of teaching staff.

- Lecturers are responsible for carefully preparing lesson outlines, teaching materials and providing them to participants before the lecture (if any).

- Observers are responsible for attending lectures in accordance with the University's regulations, accurately assessing the quality of lectures, and contributing ideas to lectures and colleagues in an objective and constructive manner.

- The Office of Accreditation, International Cooperation & Scientific Research is responsible for developing the observation forms and monitoring the observation process at the Department.

- The Office of Training is responsible for providing an accurate and timely timetable for the units to use as a basis for planning their observation schedule.

- The Office of Administration & Student Service is responsible for coordinating with the Department to arrange classrooms, tables, chairs, and drinking water for observers.

7. Implementation schedule

Observation is organized during the teaching period of the 1st and 2nd semesters of each school year.

8. Effect

This regulation takes effect from the date of signing. During the implementation process, units and individuals that have difficulties or problems are requested to report to the Board of Directors for supplementation and adjustment.

PRINCIPAL