**Classroom interview guidelines**

Source:

https://www.colorado.edu/asfacultystaff/personnel-administration/policies-procedures/faculty-regular-tenure-tenure-track/reviews-14

This is an idea pirated from the FTEP, where they use it as an assessment-training tool. It is effective because it provides a good synthesis of faculty perspective and student opinion, it filters out vindictive or irresponsible responses sometimes seen in anonymous FCQ results, yet it protects the confidentiality of students. A model of a class interview might be as follows:

* A faculty interviewer (or team of interviewers) arranges to use the last 15-20 minutes of a candidate's class period for purposes of an evaluation. At the appointed time the interviewer arrives and the faculty member under review is excused.
* The interviewer explains the purpose of his/her visit. Depending upon the size of the class, the interviewer divides the class into several groups of five or more students. Groups of less than four may be problematic.
* Each group is asked to discuss and reach consensus on two or three questions:
* These questions might include
	+ "What is the most effective aspect of Professor X's teaching?"
	+ "How can Professor X most improve his/her teaching?"
	+ "How would you rate Professor X's interest in helping students to learn?"
* After several minutes of free discussion within each group, groups are asked to report their answer to each question. Only answers supported by the entire group can be reported out of the group. These responses are placed upon an overhead or board so that all members of the class can see all answers.
* If time allows, the interviewer may elect to lead a discussion or ask for clarification regarding group answers.

The interview is concluded by asking all members of the class to vote on their favorite answer (of those listed on the board or overhead) to each question asked. Votes are recorded.

The interviewer then submits a written report based upon the interview in which the questions asked, the group answers, and the rank order or vote on each answer is reported.