**J1 Observation for Classroom Instruction**

·         Use A2 section for all classroom observations.

         If you are observing a synchronous session, **do that only via Zoom without access to the Canvas shell**. If you are observing an asynchronous course, **do that only with access to the Canvas shell**. If it is a course that uses both synchronous and asynchronous modalities, **choose one**. Work as a committee to make decisions about what combination of observations will work for your tenure candidate and committee. If the tenure candidate wishes to volunteer access to their Canvas course for synchronous evaluation, they can do so by sharing their screen during a pre or post evaluation meeting with the evaluator. You can, as usual, receive supplemental documents like the syllabus, screenshots, sample writing prompts, assignment descriptions, etc.

         Use the J1 online form on the Tenure website for all J1s. These online forms will route the J1 to the appropriate folks for comments and signature.