



Center for Faculty Development
East Carolina University
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Memorandum

To: John Placer
Chair, Department of Computer Science

From: Dot Clayton *Dot Clayton*
Co-Director, Center for Faculty Excellence

Date: November 27, 2006

Subject: Peer Classroom Observation

Would you please confirm if the Department of Computer Science is still using the Department of Mathematics' procedures and instrument? If not, what is the department using?

Thank you.



Faculty Senate
East Carolina University
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<http://www.ecu.edu/fsonline/>

MEMORANDUM

TO: Unit Code Administrator

FROM: Mark Taggart, Chair of the Faculty *Mark Taggart*

DATE: November 20, 2006

SUBJECT: Review of Peer Review Procedures and Instrument(s)

Peer review continues to be a part of our current faculty evaluation process. The 2005 revised Peer Review Instrument includes Distance Education Peer Review (attached) to aid those faculty teaching DE courses. As stated in the original 1993 Peer Review Procedures (attached) academic units have the option of selecting other instruments and procedures to conduct peer review, once approved by the appropriate vice chancellor. Both of these documents are available online at <http://www.ecu.edu/cs-acad/facdev/peer.cfm>.

Also stated in the 1993 resolution is a caveat that the Chancellor appoint a committee to conduct a three year validation study on the original peer review instrument. I have asked members of the Academic Standards Committee to undertake this three year validation study and report preliminary information to the Faculty Senate in April 2007. The results of the three year study may necessitate additions and/or deletions in the procedures and/or instrument being used.

In preparation, and as a follow up to the Administrator/Personnel Committee Workshop held earlier this semester, I am writing to ask that you review the attached Peer Review Procedures and Instrument and, if your unit has sought one, your unit's approved Modified Peer Review Instrument (attached) and let Dorothy Muller, Co-Director of the Center for Faculty Excellence know if either or both of these documents are currently being used in your unit. Please also let Dr. Muller know the number of peer reviews documented this year in the Personnel Action Dossiers compiled.

The Academic Standards Committee, chaired by Linda Wolfe, will begin its work on this important issue in early Spring 2007. Please do not hesitate to contact me at 328-6537 or Professor Wolfe at 328-9453 if you have questions about this request.

Thank you.

attachments
1993 Peer Review Procedures and 2005 Revised Peer Review Instrument
Approved Modified Peer Review Instrument (if on file)

c: Members of the Academic Standards Committee
Jim Smith, Provost and Vice Chancellor for Academic Affairs
Phyllis Horns, Interim Vice Chancellor for Health Sciences
Dot Clayton, Co-director of the Center for Faculty Excellence
Dorothy Muller, Co-director of the Center for Faculty Excellence



Office of the
Vice Chancellor for
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919-328-6040 Fax

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April 22, 1996

Dr. Robert Bernhardt
Department of Mathematics
Austin 129

Dear Dr. Bernhardt:

On the recommendation of Dr. Dorothy H. Clayton, university coordinator of faculty development, I am pleased to approve your unit's procedures and instrument for peer classroom observation.

With warmest regards, I am

Sincerely,

Tinsley E. Yarbrough
Interim Vice Chancellor for Academic Affairs

TEY/rb

Proposed Method for Operating Peer Observation of Teaching

- 1) Each semester the tenure track faculty are observed by peer faculty. Also each semester, the tenured faculty have the opportunity to volunteer to participate in the peer observation. Those faculty participating in the peer observation will fill out the attached participant/schedule form.
- 2) Participating faculty state which class they prefer to have observed. They also provide their schedule in written and block form.
- 3) The chair appoints a committee or designates representatives to oversee the assignment of observers to observed (this committee will be the new Teaching Committee in the proposed unit code). As far as is possible the attempt will be made to see that:
 - a) Those faculty who are observed twice or more a year will be reviewed by different observers.
 - b) The observed faculty and the observers will be of the same tenure status.
 - c) The observer will usually be of the same or higher rank as the observed faculty.
 - d) The observed faculty and the observer will be of the same area of the math department.
- 4) Observers and observed will be notified of their assignments on the attached notification form. Each observed faculty meets with the observer ahead of time at a pre-observation conference, in order to exchange information and to agree as to which class will be observed and on what date it will be observed. Also the observed faculty provides the observer with a blank one hour exam or midterm which was given previously in the observed course.
- 5) The observer spends one hour in observation of the agreed upon class on the agreed upon date, and fills out the form and preliminary narrative sheet.
- 6) Within one week of the observation, the observer and observed schedule a post-observation conference, discuss the class, the observations, the preliminary comments on the narrative sheet, exchange information.
- 7) The observer prepares a final version of the form and narrative sheets, gives a photocopy to the observed, and leaves the original copy with a previously designated departmental secretary for forwarding to the chair.
- 8) The chair relies on the data from the peer observation (along with student survey of teaching and any other predetermined data) in annual review of teaching.
- 9) In a given semester the chair may select tenured senior faculty members to participate solely as observers in a further review of the teaching of untenured faculty. The same peer observation form would be used, with a method of operation similar to the above with the exception that:
 - a) senior observers would not necessarily be of the same rank as the observed faculty.
 - b) senior observers would act as observers only and would not themselves be observed.

_____ will peer-observe _____

| Class | Day of Week | Meeting Time | Place |
|-------|-------------|--------------|-------|
|-------|-------------|--------------|-------|

Please contact the person you will observe IN ADVANCE and mutually agree on a date and time for a pre-conference. At this pre-conference you should mutually agree on the date you will attend the class. This is also a convenient time to exchange any information relevant to the review, such as: what material is to be taught, location relevant to the syllabus, goals in teaching this particular class, forwarding of a test used in the course, etc.

Visit the above course on the agreed date, observing and documenting your observations. Later fill out the attached evaluation form, and prepare a preliminary copy of the narrative sheet.

As early as possible, and no later than a week after the observation, schedule a post-observation conference to discuss what you observed. After the observed instructor has read your preliminary sheet and evaluations, exchange information and discuss any other aspect relative to the observation.

Prepare a final version of your evaluation and narrative sheets, leaving a photocopy with the observed, and giving the original to _____ for forwarding to the chair.

Another participant, _____, will contact you about visiting your class.

Peer Observation of Teaching
Evaluation Form
Term _____

Name of Instructor _____
 Course _____ Room Number _____ Class Size _____
 Name of Evaluator _____ Date of Observation _____

Rate the instructor in each of the following areas by circling the appropriate number.
 In general the scale used should be:

| | | | | | |
|---------------|---------------|-------------|------------------|------------------|------------|
| 1 | 2 | 3 | 4 | 5 | u |
| poor | below average | average | very good | excellent | unobserved |
| or | or | or | or | or | |
| inappropriate | suitable | appropriate | very appropriate | most appropriate | |

Average the circled numbers from (1) through (10) for the overall evaluation at the end.

- | | |
|---|-------------|
| 1) Appropriateness of Content; Suitability of the Topic; Pacing with respect to the Syllabus: | 1 2 3 4 5 u |
| 2) Organization of Subject Matter: | 1 2 3 4 5 u |
| 3) Knowledge of Subject: | 1 2 3 4 5 u |
| 4) Speaking Ability: | 1 2 3 4 5 u |
| 5) Written Presentation; Boardwork; Handwriting; Use of Overhead; etc. | 1 2 3 4 5 u |
| 6) Presentation of Material; Ability to Explain: | 1 2 3 4 5 u |
| 7) Encouragement of Student Thinking & Participation; | 1 2 3 4 5 u |
| 8) Pacing of Lecture; Allowance for Note Taking: | 1 2 3 4 5 u |
| 9) Enthusiasm of Instructor: | 1 2 3 4 5 u |
| 10) Interaction with the Students; Attitude toward Students; Atmosphere conducive to Learning: | 1 2 3 4 5 u |

N= Number of questions without a "u" _____

OVERALL AVERAGE (sum of (1)-(10))/N = _____

Please have the observed instructor provide an earlier hour test for comment on the next page.

Narrative Sheet

The most commonly cited characteristics of *effective teaching* are: organization and clarity, command and communication of subject matter, teacher-student rapport, and enthusiasm. You gave numerical ratings to these characteristics on the preceding page. Please give a written synopsis of your observations below, documenting your observations and giving support for your evaluations on the preceding page. Also, please review a previous one hour exam or midterm and comment below. Any other comments or suggestions can be made here. Informal advice can be offered at the post-conference.

Peer Observation of Teaching
For the Term _____

Please fill out BOTH SIDES of this page.

All tenure track faculty are asked to fill in this form for peer observation/

Those tenured faculty wishing to participate in peer observation of teaching may also fill out this form.

Please leave your name and schedule with _____ by _____

NAME _____

Fill out your class schedule here:

| Class | Day of Week | Meeting Time | Place |
|-------|-------------|--------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please put an asterisk to the left of the one class above which you would prefer to have observed.

On the schedule on the back, please block out the times you CANNOT observe someone else.

The peer observation process will involve your holding a pre-conference with the instructor you will observe, observing the class, and holding a post-conference to discuss your observations. Another participant will also visit your class and fill out your form, which is then incorporated into your annual review.

PLEASE BLOCK IN THOSE TIMES DURING WHICH YOU CANNOT REVIEW.

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------|--------|---------|-----------|----------|--------|
| 8:00 | | | | | |
| 9:00 | | | | | |
| 10:00 | | | | | |
| 11:00 | | | | | |
| 12:00 | | | | | |
| 1:00 | | | | | |
| 2:00 | | | | | |
| 3:00 | | | | | |
| 4:00 | | | | | |
| 5:00 | | | | | |
| 6:00 | | | | | |
| 7:00 | | | | | |
| 8:00 | | | | | |