



## Faculty Senate

East Carolina University

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faculty senate@mail.ecu.edu

<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

Dept of Construction Management

Faculty Senate Instrument

Construction Management Procedure



Office of the  
Vice Chancellor for  
Academic Affairs  
106 Spilman

919-328-6241  
919-328-6040 Fax

Administrative Staff  
215 Spilman

919-328-6242  
919-328-4010 Fax

July 10, 1996

Dr. Douglas Kruger, Chair  
Department of Construction Management  
School of Industry and Technology  
Rawl 325

Dear Dr. Kruger:

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.

Sincerely,

Richard D. Ringeisen  
Vice Chancellor for  
Academic Affairs

pwp:1

cc: Dorothy H. Clayton ✓  
Dr. Darryl Davis



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To: Richard Ringeisen  
Vice Chancellor for Academic Affairs

From: Dorothy H. Clayton *Dorothy H. Clayton*  
Coordinator, Faculty Development Programs

Date: July 5, 1996

Subject: CMGT Procedures and Instrument for Peer Classroom Observation

The Department of Construction Management, School of Industry and Technology, is going to use, with one modification, the Faculty Senate Procedures and Instrument for peer classroom observation. The modification is that all faculty members in the department will be observed not just non-tenured, probationary term faculty members. If the department decides to make further modifications based on its experiences with the Faculty Senate procedures and instrument, it will submit those changes to you for approval.

The department's current modifications are consistent with the requirements as stated in "Minimum Criteria for Unit Peer Observation Plan" issued by your office on March 5, 1996. I recommend approval of the department's peer classroom observation procedures and instrument.

Please send notification to Professor Douglas Kruger, Chair, Department of Construction Management, School of Industry and Technology.