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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
Academic Affairs
106 Spilman

919-328-6241
919-328-6040 Fax

Administrative Staff
215 Spilman

919-328-6242
919-328-4010 Fax

November 28, 1995

Dr. John Schmidt
Counselor and Adult Education Department
137 Speight Building

Dear Dr. Schmidt:

I am pleased to approve the peer observation form and procedures developed by the Counselor and Adult Education Department for use in the evaluation of faculty teaching.

With warmest regards, I am

Sincerely,

Tinsley E. Yarbrough
Interim Vice Chancellor for Academic Affairs

TEY/rb

bc: Dot Clayton



NOV 28 1995

MEMORANDUM

School of Education
Counselor and
Adult Education
137 Speight Building

919-328-6856
919-328-4219 Fax

TO: Dr. Tinsley E. Yarbrough
Academic Affairs

FROM: John J. Schmidt
Counselor and Adult Education Department

DATE: 11/16/95

RE: Peer Observation Form and Procedures

Attached are the Peer Observation Form and Procedures developed by the Counselor and Adult Education Department for use with new faculty in satisfying the university's request for peer observation and professional development. The COAD faculty has unanimously approved the observation form and procedures, and I am asking for your approval at this time.

Thank you for considering this request.

cc: Dr. Henry Peel, SOE
Dr. Jim Pinkney, COAD

**COUNSELOR AND ADULT EDUCATION
Peer Observation and Formative Review
Classroom Observation Procedure**

The following procedure was developed by the Counselor and Adult Education (COAD) department's Personnel Committee. Peer observation as an example of formative evaluation is supported by the COAD department and will consist of:

- I. Training conducted within the department by members of the COAD Personnel Committee. The following guidelines will be used.
 - a. All peer observers will be trained by the COAD Chair and the Chair of the COAD Personnel Committee,
 - b. Training will focus on the constructive use of the department's Peer Observation of Teaching Form.
 - c. Training will be accomplished by the end of Spring Semester, 1996, and subsequent training for new faculty will be given each year.

- II. Selection of trained observers.

All tenured faculty in the department shall have the opportunity to be trained.

 - a. All observers must complete training.
 - b. Observers will be volunteers selected by the COAD Chair in consultation with the faculty member who is to be observed.

- III. Observation cycle (minimum).
 - a. During the faculty member's first year--one observation with feedback.
 - b. During the faculty member's fourth year--one observation with feedback.

- VI. Observation procedures.
 - a. The faculty member and COAD Chair will select an observer.
 - b. The faculty member will meet with the observer to identify a time frame for the observation.
 - c. The department's Peer Observation of Teaching Form will be reviewed by the faculty member and the observer.
 - d. Feedback from the observation will be provided to the faculty shortly after the observation.

ATTACHED IS A COPY OF THE DEPARTMENTAL PEER OBSERVATION OF TEACHING FORM.

COUNSELOR AND ADULT EDUCATION
Peer Observation and Formative Review
Classroom Observation

| | | |
|---|---------------------|--------------------------|
| Please indicate which of the following were part of your preparation for the peer observation of: | | |
| Professor _____ | Class _____ | |
| Date/Time _____ | # of Students _____ | |
| I reviewed the textbook. | ___ Yes | ___ No |
| I reviewed the syllabus | ___ Yes | ___ No |
| I reviewed the catalog's course description | ___ Yes | ___ No |
| I held a pre-observation conference with my peer. | ___ Yes | ___ No |
| My peer previewed today's objectives and content. | ___ Yes | ___ No |
| Observer _____ | Date _____ | Time Observing _____ min |

Use a narrative statement to record your observations and impressions for each of the following areas. Examples and specific suggestions are especially helpful for your peer. The relevant issues in parentheses are examples and not exhaustive.

Organization: (Begins on time, gives clear objective for the period, brings logical sequence and flow to the content, summarizes and reviews main points of the class)

Content: (Relevant examples, up to date, related to current issues, command of the subject matter, clear and direct responses to questions, integrates present content to rest of course)

Presentation: (Clear and audible speech, a sense of enthusiasm about the content, uses an appropriate teaching method, clearly sets assignments, style facilitates note taking)

Rapport/Interaction: (Listens carefully to student comments and questions, treats all students fairly and equitably, responds to wrong or incomplete answers constructively, coaches students on difficult questions or concepts, admits errors/insufficient knowledge)