



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



April 1, 1996

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Dr. Carson Bays, Chair
Department of Economics
East Carolina University

Dear Carson:

On the recommendation of Dr. Dorothy H. Clayton, coordinator of faculty development, it is a pleasure to approve the Economics Department's revised peer classroom observation procedures and instrument, which you submitted to Dr. Clayton in your memorandum of March 22, 1996.

With warmest regards, I am

Sincerely,

A handwritten signature in cursive script that reads 'Tinsley'.

Tinsley E. Yarbrough
Interim Vice Chancellor for Academic Affairs

TEY/rb

cc: Dorothy H. Clayton



Department of Economics
College of Arts & Sciences
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Carson W. Bays
Professor and Chair

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TO: Dorothy Clayton, Faculty Development Coordinator

FROM: Carson Bays, Chair
Department of Economics

DATE: March 22, 1996

RE: Revised Peer Review Procedures

The attached has been revised to accommodate your comments and suggestions. Please review these at your earliest convenience as we need to arrange peer visits for three of our faculty this semester.

Enclosures

*Attached portions of Faculty Senate Training
Session materials.*

Policy for Peer Review of Classroom Teaching Department of Economics

Procedure: A faculty member will have classroom visits to one class each by two faculty colleagues. One observer will be chosen by the faculty member and one will be randomly assigned from among the current membership of the department Personnel Committee, except for faculty members under consideration for permanent tenure in the current year in which case the second member will be assigned from the current membership of the Tenure Committee. The faculty member will choose the course to be reviewed and may designate the specific periods during which the visits will take place.

Each observer will be trained prior to class visits using Faculty Senate procedures and materials approved by the Personnel Committee (attached).

The faculty member being reviewed will provide each observer a copy of the course syllabus and may also provide any other information regarding the class to be visited that the faculty member regards as appropriate. The faculty member will meet with each observer prior to the visits to informally discuss the course and to provide context for the class presentations to be observed.

Both visitors will complete a standard evaluation form after the visits (attached). Summaries of the evaluations will be provided to the faculty members in a manner that precludes identification of individual observer. This summary will include the mean scores of each of the objectively rated dimensions of the evaluation and the verbatim comments of the observers, edited only if necessary to prevent identification of the observer. The faculty member will meet with each observer after the visits for informal discussion.

Timing: Tenure-track and fixed-term appointees on annual contracts will be reviewed prior to each faculty member's first review for reappointment and at least every third year thereafter.

Tenure-track appointees on multi-year contracts will be observed during the faculty member's first full academic year; at the time of evaluation for contract renewal in years two and four; at the time of evaluation for permanent tenure and promotion to Associate Professor; and at least every third year thereafter.

Permanently tenured faculty will be observed at least every third year. Such faculty will also be observed during the year in which they are considered for promotion in rank. In these cases one of the two observers will be randomly assigned from the current membership of the Promotion Committee.

Use of Peer Review Information: The data collected in peer review of classroom teaching will be used by the faculty member for self evaluation of teaching effectiveness, and will become part of the personnel action dossier as prescribed by Appendix D, IV. F. 2. d. The Department Chair is responsible for insuring that copies of the summary evaluations are placed in the personnel file of the faculty member being visited.

Guidelines for Peer Review of Instruction

Department of Economics

I. *Assign integer values between 1 and 5, where*

5 = outstanding; 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor or NA = Does Not Apply

- Topics are covered in a manner which reflects thought and preparation.
- Writing, diagrams, or equations are clearly and accurately produced.
- Voice and diction are clear and appropriate in volume.
- Explanations are logically clear.
- Examples are appropriate and motivate the material.
- The environment of the class is conducive to student learning.
- Responses to questions are appropriate in length and tenor.

II. Please Comment on Each of the Following

Teaching Strengths:

Teaching Weaknesses:

Suggestions for Improvement:

Teacher:

Course Number and Section:

Date and Time of Evaluation:

Date of Pre-visit Conference:

Date of Post-visit Conference: