



Department of English
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31 January 2013

To: Marilyn Sheerer, Provost and Senior Vice Chancellor

From: Jeffrey Johnson, ²⁰Chair of the Department of English

Re: Revisions to the department peer evaluation

The purpose of this memo is to submit for your approval the revised Department of English procedures and form for peer evaluation. These documents were reviewed and approved by the department at its December 5, 2012 meeting. As you will see, the procedures and form include what Dorothy Muller (in her meeting with the department last year) refers to as the “nonnegotiables”—pre- and post-conferences in addition to the observation proper, 4 observations with 2 observers for each or 8 observations with a single observer, and one observer selected by the department and one selected by the person to be observed. You will also note that we are using the same form for probationary faculty, for fixed-term faculty, and for tenured faculty, and the form is also adaptable for both face-to-face courses and DE (online) courses.

Please let me know of any questions you may have.

cc: Alan White, Dean of the Thomas Harriot College of Arts & Sciences

PEER OBSERVATION PROCEDURES and REPORTING INSTRUMENT for the DEPARTMENT OF ENGLISH

For all courses, on-campus and online

1. The purpose of peer observation is to improve and evaluate teaching.
2. Peer observers who are not members of the English department must be approved by the department chair. All observers must be trained by the Office of Teaching Excellence (OFE). A list of trained observers is available on the OFE website.
3. All pre-tenured faculty will be observed a minimum of 8 times, at least once a year.
4. All fixed term faculty will be observed at a minimum as follows:
First year: 4 observations (2 per semester)
Second year: 4 observations (2 per semester)
Third year: 2 observations (1 per semester)
Fourth year: 2 observations (1 per semester)
Fifth year +: 1 observation per year.
5. Tenured instructors are encouraged to request periodic peer observations for purposes of annual evaluations and promotion.
6. All distance education (DE) instructors, regardless of rank, are required to have one DE course reviewed every 3 years.

PROCEDURES FOR PEER OBSERVATION

- I. For pre-tenure observations: half of the observers will be selected by the department chair; the other half will be selected by the instructor.
- II. For all other assessments: observers will be selected by the instructor.
- III. Observation procedures.
 - A. Pre-observation conference.
 1. Topics for the pre-assessment conference might include, but are not limited to, course syllabus and instructor's lesson plan, how this class meeting fits into the course as a whole, methods or activities that the instructor wishes to focus on or get feedback about.
 2. The instructor and observer agree on a date and time for the post-observation meeting.
 3. The instructor provides the observer with a current syllabus and other pertinent documents.

For online courses, the instructor also provides access to online course materials at the level of instructor or teaching assistant.
 - B. Observation.

The instructor chooses the class or classes to be observed.

- C. Post-observation conference (within 30 days of observation).
 - Discuss strengths, areas for improvement, and strategies to improve.
- D. Observation reports are submitted within 30 working days of observation.
 - 1. The observer provides the completed observation report to the instructor.
 - 2. The instructor signs the report. The instructor's signature indicates that he or she has read this report, but does not imply agreement or disagreement. The instructor may attach a response to the report, but this is optional.
 - 3. The observer is responsible for bringing a copy of the completed and signed report to the department chair's office, where it becomes part of the instructor's personnel file.
 - 4. The instructor is responsible for including the assessment report in his or her annual evaluation and Personnel Action Dossier (PAD), as appropriate.

Subject: FW: peer evaluation forms

Date: Wednesday, March 27, 2013 1:24:12 AM ET

From: Muller, Dorothy <MULLERD@ecu.edu>

To: Newman, Joyce Joines <NEWMANJ@ecu.edu>

Department of English Peer Review information.

Dorothy H. Muller, Ph.D.
Director, Office for Faculty Excellence
1412 Joyner Library
Mailstop 530
East Carolina University
Greenville, NC 27858
252-328-1426; 328-2367; mullerd@ecu.edu

From: Sheerer, Marilyn
Sent: Thursday, March 07, 2013 10:50 AM
To: Johnson, Jeffrey Stephens
Cc: Muller, Dorothy
Subject: Re: peer evaluation forms

Thanks.

Sent from my iPad

On Mar 7, 2013, at 7:55 AM, "Johnson, Jeffrey Stephens" <JOHNSONJ@ECU.EDU> wrote:

Dear Marilyn,

Just a quick note to inform you that at our faculty meeting yesterday the English Department voted to use the university peer evaluation form for face-to-face classes. And we will, of course, use the university form for DE/online classes. Please let me know if you have questions.

Jeffrey Johnson, Chair
Department of English
Thomas Harriot College of Arts & Sciences
East Carolina University
Greenville, NC 27858
252-328-6378

Subject: Approval of English Department Peer Observation Process and Instruments

Date: Wednesday, March 27, 2013 1:23:15 AM ET

From: Muller, Dorothy <MULLERD@ecu.edu>

To: Newman, Joyce Joines <NEWMANJ@ecu.edu>

Here is Provost Sheerer's approval of the English Department's revised process and selection of instruments. Please update the information on the Website. I will forward the process information as well.

Dorothy,
3/27/13

Dorothy H. Muller, Ph.D.
Director, Office for Faculty Excellence
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From: Sheerer, Marilyn
Sent: Thursday, March 07, 2013 3:01 PM
To: Johnson, Jeffrey Stephens
Cc: Muller, Dorothy
Subject: RE: Peer evaluation request

Approved.

M. Sheerer

From: Johnson, Jeffrey Stephens
Sent: Thursday, March 07, 2013 12:07 PM
To: Sheerer, Marilyn
Cc: Muller, Dorothy
Subject: Peer evaluation request

Dear Provost Sheerer,

As I informed you earlier today, the Department of English just voted to begin using the university peer evaluation form for face-to-face courses. I am writing now to request your approval for the department to use this form for fixed-term faculty peer evaluations, as well as for tenure-line peer evaluations.

Thank you for your consideration in this matter.

Jeffrey Johnson, Chair
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