



Faculty Senate
East Carolina University
140 Rawl Annex • Greenville, NC 27858-4353
252-328-6537 office • 252-328-6122 fax
facultysenate@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



Office of the
Vice Chancellor for
Academic Affairs
106 Spilman

919-328-6241
919-328-6040 Fax

February 27, 1995

Dr. Leo Zonn, Chair
Department of Geography
Brewster A-227
East Carolina University

Dear Leo:

I am pleased to approve the instrument adopted by the Department of
Geography for peer review of teaching.

With warmest regards, I am

Sincerely,

Tinsley E. Yarbrough
Interim Vice Chancellor for
Academic Affairs

pwp:3



Department of Geography
East Carolina University
Greenville, North Carolina
27858-4353

919-328-6230
919-328-6054 Fax

RECEIVED
FEB 27 1995
VCAA

MEMORANDUM

TO: Dr. Tinsley "Gene" Yarbrough
Interim Vice Chancellor for Academic Affairs

FROM: Dr. Leo Zonn^{13.}, Chair
Department of Geography

DATE: February 24, 1995

RE: Peer Review

The purpose of this memo is to ask that the enclosed two-page document, entitled PEER REVIEW OF TEACHING--DEPARTMENT OF GEOGRAPHY, be considered as an alternative instrument to that being used by the Faculty Senate; that is, we are asking your office to approve it vis a vis the December 7, 1993 Faculty Senate policy on peer review. Geography's document has been unanimously approved by the Department.

**PEER REVIEW OF TEACHING
DEPARTMENT OF GEOGRAPHY**

Instructor _____

Peer _____

Course _____

Date _____

Assign values from 1 to 5, where:

5=Strongly agree; 4=Agree; 3=Neutral 2=Disagree; 1=Disagree strongly;

I. Lecture:

_____ Content is appropriate to nature of course in terms of syllabus and geographic perspective

_____ Topics are covered in a manner that reflects preparation and organization

_____ Presentation of material is clear and orderly

_____ Day's objectives are clearly stated and are met

_____ Supporting material is appropriate and clearly presented

_____ Presentation maintains student interest and level of communication is high

Mean Score _____

Explanations for above scores (attach additional page if needed):

II. Syllabus, Supporting Materials, and Content:

- Syllabus is clear in structure and format and includes requisite details
 - Syllabus states goals, expected outcomes, and nature of class with clarity
 - Books and related readings are appropriate to level and content of course
 - Lectures, readings, exams, and projects are integrated and are appropriate to level and nature of course
 - Other materials are appropriate to level and content of course
 - Work load is appropriate to content and nature of course
 - Content of course is contemporary and appropriately geographic
- Mean Score _____

Explanations for above scores (attach additional page if necessary):

Summary Assessment of Course (attach additional page if necessary):