

September 30, 2008

Dear Dr. Kean:

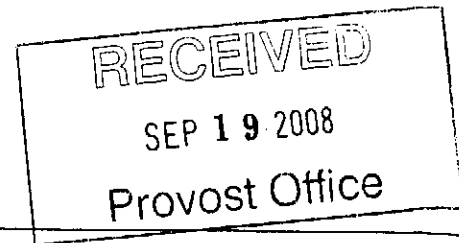
I am pleased to report that Dr. Sheerer, Interim Provost and Vice Chancellor for Academic and Student Affairs, has reviewed the modified peer observation document submitted by Communication in February 2001 but never approved officially by the Vice Chancellor for Academic Affairs. Dr. Sheerer has signed off on the modified document. The signed document will be sent to you tomorrow, and it will be posted on the CFE website. I am glad that you brought the problem to our attention.

Best regards,
Dorothy Muller

Dorothy H. Muller, Ph.D.
Director, Center for Faculty Excellence
2305 Old Cafeteria Building
East Carolina University
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MEMORANDUM

TO: Dr. Marilyn Sheerer
Interim Provost and Vice Chancellor for Academic and Student Affairs

FROM: Dorothy Muller, Director *Dorothy Muller*
Center for Faculty Excellence

DATE: September 19, 2008

SUBJECT: Communication Modified Peer Classroom Observation Document

Last week, the School of Communication called to our attention that the Modified Peer Classroom Observation Policy and Procedures document on the Center for Faculty Excellence website is not the most recent Communications document. (All documents on the website have vice chancellor signatures and were reaffirmed in the 2006 review of peer review.)

We researched Dot Clayton's files and found the 2001 request for approval of a new modified document, Dot Clayton's memorandum to the Vice Chancellor, and her memorandum to Communications saying that she was endorsing approval of the new document (documents enclosed). This material was not in her file of approved documents and had no vice chancellor signature. I communicated with Mike Poteat who was the interim dean at the time, and he thought it was approved, too. I suspect that the approval process was caught in changes of administration. I suspect that Communication assumed Dot's memorandum endorsing the new document was approval. I do not know why the approval wasn't pursued by the Center after any change in administration.

Since we have very carefully not put any modified documents in the approved file without a signature from the appropriate vice chancellor, I am asking you to approve the revised policy and procedures. If you would prefer some other way of addressing Communication's request after you've reviewed the material, please let me know.

Thank you.

Approved
Marilyn Sheerer
9/25/08



Center For Faculty Development

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February 7, 2001

Richard D. Ringeisen
Vice Chancellor for Academic Affairs
East Carolina University
Greenville, NC 27858-4353

Dear Rich,

The Department of Communication and Broadcasting, School of Computer Science and Communication, just sent me a copy of their proposed changes in the Faculty Senate Peer Classroom procedures. Dr. Cali indicated that the revisions have been approved by the department. I have checked the document against the statement of minimum criteria, and it is in compliance with those requirements. My recommendation is to approved the requested changes. I have enclosed a copy of the department's procedures for reference. Would you please send me a copy of your decision? If you would like for me to provide any additional information, please let me know.

Sincerely,

Dorothy H. Clayton
Coordinator, Center for Faculty Development

Enclosure (1)

c: Dennis Cali
Interim Chair, Department of Communication and Broadcasting

Clayton, Dorothy H.

From: Cali, Dennis D.
Sent: Tuesday, February 06, 2001 10:28 AM
To: Clayton, Dorothy H.
Subject: Peer Observation Policy of C & B Dept

Hi Dot,

Today I am submitting the Department of Communication and Broadcasting's Peer Observation policy. The policy was proposed by an ad hoc committee appointed by me and then approved by the faculty on Feb. 6, 2001.

The policy is in the attached file:



Peer Observation
Policy.doc

Thank you for your guidance in this.

Dennis D. Cali, Ph. D.,
Interim Chair
Department of Communication and Broadcasting
102 Joyner East
East Carolina University
Greenville, NC 27858
252.328.6621

UNIT PEER CLASSROOM OBSERVATION PROCEDURES

February 6, 2001

1. All full-time non-tenured, probationary term members of the faculty and full-time fixed term faculty members, except the Chair, will be evaluated at least twice each year by two different observers.
2. All observers must attend the peer evaluation training session.
3. The Chair will appoint one observer (on a rotation basis) while the faculty member will select the other observer with the following stipulations:
 - (i) Chair will not serve as an observer.
 - (ii) Any tenured, non-tenured probationary term, or fixed term faculty member in the Department of Communication and Broadcasting may serve as an observer.
4. The faculty member being observed is responsible for scheduling the pre-observation conference, post-observation conference and the observation. The faculty member should work with the observer to find a mutually acceptable time. The faculty member has a right to select the course to be observed and when it will be observed. The observation should be scheduled when the faculty member is teaching or lecturing (not class meetings where speeches or presentations are being given, exams are held, etc.).
5. The observer will use the Faculty Senate Peer Review Instrument to rate the faculty member. In addition, the observer will write a one-page summary description (not an evaluation) of the class meeting. After the observation, the observed and the observer will schedule a post-observation conference and discuss the observation, the completed instrument and the summary. The observer will give a copy of the completed instrument and the summary to the faculty member and the Chair within one week of the observation. The Chair will then place a copy in the faculty member's PAD.
6. The faculty member has the option of writing a self-evaluation to be placed in the PAD. This self-evaluation can be in the form of a summary/narrative or the Faculty Senate Peer Review Instrument or both. The faculty member has the right to respond to the observer's summary or completed instrument. If the faculty member wishes to respond, s/he should do so in writing to the Chair, who will place the response in the faculty member's PAD.
7. All peer classroom observation documents, in addition to student opinion surveys and other documents submitted by the faculty member, will be used to determine merit pay awards at the departmental level.

This document was approved by the faculty in the Department of Communication and Broadcasting on February 6, 2001 by a secret ballot vote of 6 yes and zero No and 2 abstentions.

Approved
Marilyn Sheen
9/25/08