



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

Dept of Technology Systems

Faculty Senate Instrument

Technology Systems Procedures



Memorandum

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

To: Elmer Poe
Chair, Department of Industrial Technology

From: Richard D. Ringeisen
Vice Chancellor for Academic Affairs

Date: November 6, 1996

Subject: Peer Classroom Observation Procedures and Instrument

I am pleased to approve the Department of Industrial Technology's peer classroom observation procedures. Your procedures indicate that your unit will use the Faculty Senate's instrument for observation.

cc: Darryl Davis
Dean, School of Industry and Technology

William H. McPherson
Chair, Personnel Committee

Dorothy H. Clayton
Coordinator, Center for Faculty Development



RECEIVED
OCT 31 1996
VICE CHANCELLOR
ACADEMIC AFFAIRS

Department of
Industrial Technology

October 31, 1996

Dr. Elmer Poe, Chair
Jenny Simpkins, Secretary

TO: Dr. Richard Ringeisen, Vice Chancellor for Academic Affairs
FROM: Dr. Elmer Poe, Chair Industrial Technology
RE: Peer Evaluation of Teaching in Industrial Technology

School of Industry
and Technology

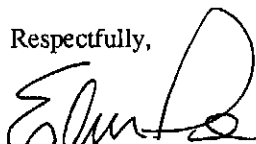
The faculty of Industrial Technology have endorsed the following policy:

103 Flanagan

The primary purpose of peer evaluation of teaching is the improvement of instruction in the department. The ongoing sharing of good teaching techniques and suggestion for improvement through collaborative efforts are essential elements of the process. To this end the Department of Industrial Technology will use the Faculty Senate instrument for evaluation. All faculty members will participate as observers and will be observed each semester. All faculty members will participate in training sessions. New partnerships will be formed each semester through the mutual agreement of the observed and observer faculty members with single semester continuances being allowed. The faculty member being observed will choose the course and session for the observations. There will be both a pre and post observation conference between the observed and the observer. The completed evaluation form will be transmitted to the chair by the observer and will be placed in the personnel record held by the chair for transmittal to the PAD. Each faculty member will be observed by one colleague each semester. There will be a minimum of four observations each semester all of which will occur before the last two weeks of class.

919-328-6705
919-328-1618 Fax

Respectfully,


Dr. Elmer Poe, Chair

*Dot,
This work
now?
Rich*