

**Modified Procedures for
Peer Observation of Instruction
for the DEPARTMENT OF ENGLISH
for synchronous and asynchronous courses**

This document contains modified procedures in the Department of English for peer observation of instruction, using the ECU [peer review instruments for synchronous and asynchronous classes](#) (FS Resolution #24-49). The purpose of peer observation of instruction in the Department of English is twofold: (1) to provide feedback on a colleague's teaching practices to improve teaching effectiveness; and (2) to inform the unit administrator's annual evaluations of teaching.

1. Peer observation is one method for conducting peer assessment at ECU: "Peer assessment is a process conducted by faculty peers using elements such as observation of instruction, review of teaching portfolios, and discussions regarding pedagogical goals and methods, to be used to assess and improve teaching" ([FS Resolution #24-52](#)).
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 for Faculty Excellence (OFE). [A list of trained observers](#) is available on the OFE website. Unless otherwise noted, peer observations of instruction in the Department of English are conducted by one peer observer at a time.

The following guidelines explain the procedure for peer observation of instruction in the Department of English. The unit administrator can request peer observations outside of these timelines.

3. All Fixed Term Faculty will be observed as follows:
 - Year 1: a minimum of 2 peer observations per year (at least 1 peer observation in the first semester of the first year)
 - Year 2-Year 3: a minimum of 2 peer observations or 1 peer observation and 1 other method of peer assessment (i.e., a teaching portfolio review or a discussion focused on pedagogical goals and methods) per year (recommended 1 peer assessment per semester)
 - Year 4 and subsequent years: a minimum of 1 peer observation every three years.

Fixed-Term Faculty can choose their own trained observers starting the second year of employment. Fixed-Term Faculty are encouraged to request periodic peer observations of instruction for purposes of Advancement in Title.

4. All Tenure-Track Faculty will be observed as follows:
 - A minimum of 8 times, at least once a year, with 1 peer observer per observation. At least 4 trained observers will be selected by the instructor's department chair or personnel committee chair in consultation with the faculty member.

5. Tenured Faculty are required to be assessed by the end of the second year after each promotion or post-tenure review. Tenured Faculty are encouraged to request periodic peer observations of instruction for purposes of annual evaluations and promotion.

PROCEDURES FOR OBSERVATIONS OF INSTRUCTION

A. Pre-observation discussion.

- Topics for the pre-observation discussion might include, but are not limited to, the course syllabus and instructor's lesson plan, methods or activities that the instructor wishes to focus on or get feedback about, and explanation of how the class meeting fits into the course.
- The instructor and observer plan the post-observation discussion.
- The instructor chooses the class or classes to be observed. The instructor provides the observer with a current syllabus and other pertinent documents.
- For online courses, the instructor provides access to online course materials at the level of observer.

B. Observation.

- The observer reports the peer observation using [the synchronous course peer observation instrument](#) or [the asynchronous course peer observation instrument](#). Both forms are located on the [General Education and Instructional Effectiveness Committee page](#) of the Faculty Senate website.

C. Post-observation conference (within 15 working days of observation).

- The observer provides the completed peer observation form to the instructor.
- The observer and instructor discuss strengths, areas for improvement and strategies to improve.
- Optional: The instructor may attach a response to the report.
- The observer is responsible for sending a copy of the completed report to the department chair's office to be included in the instructor's personnel file.
- The instructor is responsible for uploading the peer review report to Faculty180, including it with their annual evaluation, and placing it in their Personal Action Dossier (PAD), as appropriate.