



Faculty Senate
East Carolina University
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<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



Memorandum

Office of the
Vice Chancellor for
Academic Affairs
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Administrative Staff
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To: Edwin A. Doty, Jr.
Chair, Faculty Advisory Committee
School of Business

From: Richard D. Ringeisen
Vice Chancellor for Academic Affairs

Date: October 31, 1996

Subject: Peer Classroom Observation Procedures

I am pleased to approve the School of Business's revised Peer Classroom Observation Procedures.

cc: Ernest Uhr
Dean, School of Business

✓ Dorothy H. Clayton
Coordinator, Center for Faculty Development

MEMO

RECEIVED

OCT 24 1996

VCAA

To: Richard D. Ringeisen, Vice Chancellor for Academic Affairs
From: Dr. Edwin A. Doty, Jr
Subject: Peer Classroom Observation Procedures
Date: October 21, 1996

The attached procedure is the revised School of Business Peer Classroom Observation Procedures. It has been edited to reflect the changes recommended by your office.


cc: Dean Uhr
Dean, School of Business

Doty
Please check
in act. Thanks
Ruh

Made
~~the~~ all suggested
changes.
DOT

Procedures for Peer Evaluation

Revised Fall 1996

Preamble

For purposes of teaching evaluation, ECU requires two evaluative methods. One method is the University administered student evaluations. It is the recommendation of the School of Business Faculty Advisory Committee that the second method for all faculty for annual evaluations and consideration for merit increases, be either the teaching portfolio or peer evaluation. For equity adjustment considerations, promotion, and tenure, the Faculty Advisory Committee recommends that both a portfolio and peer evaluations be presented.

Units may establish a separate Peer Evaluation Committee to serve as administrative contact and point of primary responsibility for the Unit's Peer Evaluation procedures.

The School of Business adopts the Faculty Senate Instrument from the Faculty Senate document (*Resolution #93-44*) as the basic review document. Any revisions to that document must be approved by the Vice Chancellor for Academic Affairs. Inapplicable sections of the document will be marked NA or UO (Unobserved) during the observation process.

Peer Review Guidelines

I. Number of Observers:

- A. Two Observers per observation will be used for each observation session.
- B. One trained observer will be selected by the professor's department chair and/or personnel committee (or peer review committee when utilized).
- C. One trained observer will be selected by the professor.
- D. In the event of substantial disagreement between the two original observers, a third observer acceptable to both the faculty member and the chair and/ or the personnel committee shall be named to observe and report on the faculty member.

II. Selection of trained observers:

- A. All tenured track faculty in a department shall have the opportunity to be trained.
- B. NOTES on training and selection:
 1. All observers must complete training.
 2. The most suitable observers are faculty who are attentive to details, highly organized, and active listeners.
 3. It is preferred that the observers shall come from the department/discipline of the faculty member being observed.
 4. No faculty member will be allowed to observe someone who has observed him/her in that current academic year.
 5. Observers will be equal or higher faculty rank than the observed.
 6. Observers will be selected from people of the same peer group (or above) as the observed.
- C. Observations by a unit head do not qualify as an observation meeting the peer review requirement.

III. Observation cycle (minimum).

A. Tenure track, nontenured faculty (minimum)

1. During the faculty's **first year**: **two** observations with feedback.
2. During the faculty's **fourth year**: **two** observations with feedback.
3. For the remaining annual evaluations and merit raises, the faculty member may choose peer evaluation for their teaching evaluation method.

B. Tenured and fixed term faculty are required to submit either a teaching portfolio or peer evaluations for annual evaluations and merit raises. If the faculty elects to use peer evaluations in a particular year, the procedures outlined in I, II, and IV should be observed.

IV. Observation procedures.

A. Pre-observation conference (observers and professor).

1. Professor will provide observers with copies of handouts and list of material to be used during the class plus a current syllabus and any other pertinent information.
2. Observer selected by professor will provide a self-evaluation form (similar to the Observer form) to professor.

B. Schedule and course selection.

1. The faculty member will choose the classes to be observed.
2. Observers coordinate a date/time for the observation.

C. Post-observation conference (within five working days of observation with both observers).

1. Review the observation and self-evaluation documentation.
2. Discuss strengths, any needs for improvements, and search for strategies to improve.
3. When necessary, write a Faculty Development Plan.
4. The faculty member should receive a copy of the observer's complete instrument at least 24 hours prior to the conference.

D. Either direct observation, or a complete and unedited video tape is an acceptable method at the option of the faculty member.

1. The observations or video tapes must be for the entire standard class period.
2. The video tapes are the property of the observed faculty and they should keep them for their own records.

E. The documented evaluations should provide adequate detail for the Unit Personnel Committee to use a basis for their decisions.

1. The completed observations forms and any associated material including responses, teaching plans, etc., will become part of the observed faculty member's personnel file. The Department Chair will insure these documents are properly filed in a timely fashion.
2. The observation documentation will be included in the personnel action dossier (PAD) [IAW Administrative Memorandum #338 and the East Carolina University *Faculty Manual* Appendix C, p. C-5, III.1.b and Appendix D, p. D-8, IV.F.2.d].