

MEMORANDUM TO:

Deans and Department Chairpersons

FROM:

R. Clinton Parker *RP*

DATE:

November 7, 1994

SUBJECT:

RP
Revised Guidelines for Peer Classroom Observations

Administrative Memorandum #338 regarding "Tenure and Teaching in the University of North Carolina" issued by President Spangler requires that Appalachian establish "review procedures for the evaluation of faculty performance to ensure (1) that student evaluations and formal methods of peer review are included in teaching evaluation procedures, (2) that student evaluations are conducted at regular intervals (at least one semester each year) and on an ongoing basis, (3) that peer review of faculty includes direct observation of the classroom teaching of new and non-tenured faculty and of graduate assistants, and (4) that appropriate and timely feedback from evaluations of performance is provided to those persons being reviewed."

An "ad hoc" committee was established by the Faculty Senate and the Office of Academic Affairs to establish general guidelines for the peer classroom observations. You will find these guidelines attached. Each department must now develop specific procedures which are in consonance with these guidelines by December 1, 1994 and implement the peer review during the Spring Semester of 1995.

Chancellor Borkowski must submit to President Spangler a complete report on the peer review process by December 15, 1994. Chairpersons are requested to submit to their dean a copy of the department's peer review process by December 1, 1994. Each dean is requested to review department procedures and forward copies to me in the Office of Academic Affairs by December 8, 1994 in order that I might prepare the final report for the Chancellor.

I am fully aware that the deadlines given above are very demanding. Believe me, the dates were dictated to us. Your cooperation and understanding will be appreciated.

RCP/lf

Attachment

cc: Dr. Harvey R. Durham



Guidelines for Peer Classroom Observations
Appalachian State University
November 7, 1994

Each academic department must provide for direct classroom observations by peers in at least two (2) courses (when possible) for all probationary faculty and in all classes taught by teaching assistants. The application of this procedure to part-time faculty is still under review.

All departments must conform to the following guidelines with respect to this process:

1. Direct classroom observations by peers must take place at a minimum before each personnel decision involving a probationary faculty member.
2. Peer observation teams must consist of at least two members.
3. Peer is to be defined by each individual department.
4. Peer observation teams will conduct direct classroom observations using a written instrument approved by the department.
5. Peer observation teams must prepare a written statement of their assessment and recommendations.
6. Written statements of assessments and recommendations prepared by peer observation teams must be conveyed to the observed faculty member in a timely manner.
7. A copy of the written statement prepared by the peer observation team must be presented to the department chair of the faculty member being observed.