

Department of Technology

Peer Evaluation of Tenure-Track and Tenured Faculty

PEER REVIEW GOALS:

1. To assess teacher performance in the classroom in order to identify means to improve teaching.
2. To meet the requirements for peer review described in the ASU *Faculty Handbook*.

This document was adopted by the Department of Technology in Spring 2006 and updated in Fall 2006. It is reviewed by the Faculty Development Committee and Departmental Personnel Committee annually.

General Peer Review Requirements

According to the December 2, 2005 version of the *ASU Faculty Handbook*:

4.3 Evaluation of Faculty

4.3.1 Administrative Memorandum Number 338 (see Appendix C) regarding "Tenure and Teaching in the University of North Carolina" 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."

4.3.2 Post-Tenure Review

4.3.2.1 All teaching faculty with tenure must undergo a post-tenure review process every five years. The Board of Governors adopted the report of the University of North Carolina Committee to Study Post-Tenure Review at its meeting on May 16, 1997. A copy of that report (as well as Administrative Memorandum Number 371 regarding "Performance Review of Tenured Faculty," which contains guidelines for performance of post-tenure reviews) is available from the Office of Academic Affairs. Post-tenure review is defined as "a comprehensive, formal, periodic evaluation of cumulative faculty performance, the prime purpose of which is to ensure faculty development and to promote faculty vitality."

In the Department of Technology, each non-tenured full-time faculty member must be evaluated once each academic year. Each tenured faculty member must be evaluated once every five years. Evaluations are conducted by a team of two faculty members from the Department of Technology. The two faculty members comprising the evaluation team are selected by the faculty member being evaluated. At least one of the two must be a tenured faculty member. Only full-time faculty members can serve on peer review teams. These guidelines do not apply to part-time faculty members, who are to be evaluated once each academic year by the program area coordinator or by his/her designee, using the peer review form.

What the Faculty Member Being Evaluated Must Do:

- Submit in writing a request to the two faculty members you want to have serve on your peer evaluation team. At least one reviewer should be a tenured faculty member.
- Provide at least one week advance notice of the time and date you wish the evaluation to occur.
- Provide team members with copies of the course syllabus and other pertinent information that will assist them in their evaluation, *at least one day in advance of the observation*.
- Meet with the evaluation team members as soon as possible after the evaluation visit to discuss their observations. Identify at least one teaching improvement task that you will accomplish this year, and fill out the bottom part of the summative form. Sign the **summative evaluation** report. Your signature on

this document does not necessarily mean that you agree with the evaluation team's comments, only that such a meeting has taken place. Give a copy of the signed summative report to the department chairperson within one week of the meeting. You may attach a separate comment sheet if desired. Note that progress on your teaching improvement plan will be addressed as part of your year-end annual report and conference with the department chairperson.

- The **formative evaluation** form provides reviewers an opportunity to make confidential suggestions for improvement and is not intended to become part of your permanent record. You will retain both copies of the formative report.
- If a teacher development plan has been recommended, contact the chairperson of the Department's Faculty Development Committee to schedule a meeting. This person will work with you to devise an improvement plan, which will include working with the Hubbard Center. This is a confidential process designed to provide assistance toward teaching improvement.
- All peer reviews must be completed no later than March 30th of the academic year.

What Faculty Members Asked to Serve on Evaluation Teams Must Do:

- Agree to serve on evaluation teams, unless the assignment conflicts with other pressing professional obligations, or if for personal reasons you feel you cannot perform this service.
- Perform the duties as outlined in this document to the best of your abilities, taking into consideration the importance of the process and its goals.
- Within two weeks of the evaluation visit, meet *as a team* with the faculty member and discuss your observations.
- Complete two report forms, one formative and one summative:
 - a. The *formative evaluation* report is designed to encourage feedback and suggestions regarding specific features of teaching performance. This report is given to the faculty member evaluated after the post-observation discussion.
 - b. The *summative evaluation* report is designed to provide a record for the faculty file that the peer review process has been conducted, and includes a space to indicate the overall evaluation team decision. This report must be signed and submitted to the Department chairperson.
- Signatures on the summative evaluation do not necessarily mean that the evaluation team and the faculty member under review agree on the observations, comments, or suggestions of the evaluation team, only that such a meeting has taken place. All reviewers should keep confidential copies of the signed summative evaluation form.
- Within one week of the meeting between the faculty member and the evaluation team, the faculty member should submit the signed *summative* evaluation form to the Department chairperson. This document will become part of the permanent file of the faculty member being evaluated.