

Guidelines for Peer Review of Teaching/Classroom Observation

Background

UNC's Guidelines on Tenure and Teaching (UNC Policy Manual 400.3.1 [G]) and ASU Faculty Handbook 4.3.1 include this statement:

1c. 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 teaching assistants, and (4) that appropriate and timely feedback from evaluations of performance is provided to those persons being reviewed.

This statement and requirement originally appeared in a UNC Administrative Memorandum #338 on September 28, 1993.

Appalachian State University Guidelines

These Guidelines are a reaffirmation of "Guidelines for Peer Classroom Observations" adopted by Appalachian State University on November 7, 1994.

- Each academic department must provide for direct classroom observations by peers in at least two courses (when possible) per year for all probationary faculty, non-tenure track faculty (full and part-time), and teaching assistants.
- Each academic department must provide for direct classroom observations by peers in at least one course every three years for all tenured faculty.
- Direct classroom observations by peers must take place at a minimum before each personnel decision involving a probationary faculty member.
- Peer observation teams must consist of at least two members.
- Peer is to be defined by each individual department.
- Peer observation teams will conduct direct classroom observations using a written instrument approved by the department.
- Peer observation teams must prepare a written statement of their assessment and recommendations.
- Written statements of assessments and recommendations prepared by peer observation teams must be conveyed to the observed faculty member in a timely manner.
- 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.