

Revised-Spring, 2008

(INTRODUCTION)
INSTRUCTIONAL OBSERVATION AND EVALUATION INSTRUMENT FOR
PEER REVIEW

Purpose:

To obtain colleague input to enhance instructional methods in efforts to make instruction more effective. The instrument is also used as a faculty mentoring document. This instrument will give colleagues a set of guidelines that will add focus and direction to the instructional observation.

Criteria:

1. Peer reviewers are to be selected from within the same department, but if outside observers must be used, they should be in similar disciplines to that of the person being reviewed.
2. All faculty in a department are to participate in the peer review process. One must change evaluators every year.
 - a. A faculty member may be reviewed by a minimum of one reviewer during a session.
 - b. A faculty member may review more than one faculty member in the department.

Note: Whenever you select a reviewer (according to the listed categories below), that faculty member can not be selected as a reviewer again until two years or until all faculty have participated as a reviewer according to their category.

3. The peer reviews must take place no later than March 31st. The peer evaluators are to be notified in the Fall Semester.
 - More than one visit is advised. The reviewer, the instructor, and the chairperson will arrange how these visits are to be scheduled.
 - Copies of the final report should be sent to the instructor and to the department chairperson

Who will do the reviewing?

Categories

- a. Tenured faculty can review non-tenured faculty.
- b. Tenured faculty can review tenured faculty.
- c. Non-tenured faculty can only review non-tenured faculty.

How do you select the reviewer?

(Option One)

A faculty member is reviewed by two faculty members yearly. One reviewer is selected by the faculty member and the second reviewer is selected by the promotion and tenure committee.

OR

(Option Two)

The Department Chairperson selects the reviewers under consultation with the faculty member to be reviewed.