

Observation of Teaching

From the **Calendars of Events for Initial Two-Year and Three-Year Contract Reviews, Sections 4-13.D, 4.13.E:**

Classroom Observations: The department chair and members of PEC carry out classroom observations. If the faculty member is teaching online, provisions must be made for observations of online teaching.

12-11 Online Course Management Policy and Procedures

Part 1, d. Academic Review -- Being instructor-of-record for a course comes with the institutional policy that an immediate academic chair can "sit-in" on a course for the purposes of performance reviews. In the event of a course review, the instructor should be notified of the anticipated timeframe for the review.

Deans, chairs, program directors, program coordinators, and members of committees evaluating the work of faculty teaching on-line courses have the automatic, on-going right of access to all on-line course materials used in on-line courses offered under their supervision.

Other faculty and administrators conducting university-approved inquiries involving grade appeals and/or other officially approved reviews of specific courses may request permission from the supervising dean or chair for more limited access.

Since the online course falls under the University's Appropriate Use Policy (AUP)[<http://www.uncp.edu/ucis/policies/AUP.htm>], only the Chancellor or appropriate Vice Chancellor can authorize persons other than those named above to have access to the online course.

Thus, it is clear from the sections above that observation online teaching as well as observation of classroom teaching is expected when all major evaluations are conducted. The following changes to the *Faculty Handbook* are suggested to clarify this expectation for all parties involved in evaluations. It is also recommended that Liz Normandy be asked to note this expectation when she holds training sessions on evaluation for faculty through the TLC.

OLD:

4-2.B.3

Documentation

1. Major evaluations (renewal, tenure, promotion, and post-tenure review) shall include documentation of teaching effectiveness. This documentation typically includes copies of representative syllabi, tests, assignments, and handouts; samples of student work and the faculty member's response to the work; and Student Evaluation Reports (Section Error: Reference source not found). This documentation is typically not required for annual evaluations.

For major evaluations (renewal, tenure, promotion), reports on classroom observations by the department chair and members of a Peer Evaluation Committee are required (see Sections Error: Reference source not found and Error: Reference source not found for procedures).

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For major evaluations (renewal, tenure, promotion), reports ~~on classroom observations~~ of **teaching observations** by the department chair and members of a Peer Evaluation Committee are required (see Sections ~~Error: Reference source not found~~ and ~~Error: Reference source not found~~ **See Section 4-7.D.2** for procedures).

OLD:

4-3.D The Peer Evaluation Committee

The Peer Evaluation Committee is responsible for preparing and submitting a Peer Evaluation Report in decisions involving tenure and/or promotion, as well as contract renewal evaluations (see Section 4-7.C.1 and 4-7.D) and in post-tenure review evaluations (see Section 4-11.C.3).

The report is based on documentation submitted by the faculty member being evaluated, classroom observations, and external review if called for. The Peer Evaluation Committee is responsible for gathering appropriate information, assessing its

implications, and formulating a coherent evaluation of the faculty member's performance. To retain the special value of their perspective, Committee's evaluation should be independent of the department chair's evaluation.

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OLD:

4-7.C Responsibilities of Department Chairs in Relation to Tenure and Promotion Evaluations

As discussed in Section **Error! Reference source not found** department chairs are responsible for notifying a faculty member by September 7 of the evaluation year, in writing, that a mandatory major evaluation is due. Additionally, department chairs are responsible for establishing Peer Evaluation Committees, conducting classroom observations, compiling and submitting Student Evaluation Reports, preparing and submitting all Chair's Evaluation Reports that are required for tenure and/or promotion decisions, and completing the Tenure, Promotion, and Renewal Forms (Figure, Section **Error: Reference source not found**).

NEW:

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As discussed in Section ~~Error: Reference source not found~~ **4-7.A** department chairs are responsible for notifying a faculty member by September 7 of the evaluation year, in writing, that a mandatory major evaluation is due. Additionally, department chairs are responsible for establishing Peer Evaluation Committees, conducting ~~classroom~~ observations **observation of teaching**, compiling and submitting Student Evaluation Reports, preparing and submitting all Chair's Evaluation Reports that are required for

tenure and/or promotion decisions, and completing the Tenure, Promotion, and Renewal Forms (Figure, Section Error: Reference source not found **4-12.C**).

OLD:

4-7.C.2 Chair's Evaluation Report for Tenure and Promotion Decisions

1. Classroom Observations: The department Chair's Evaluation Report should include information from classroom observations each lasting at least 30 minutes in two separate courses.
2. Summary Report of Student Evaluations: The department chair prepares the Student Evaluation Report by summarizing in a narrative the quantitative summaries and individual comments given by students. The chair prepares this report in a similar fashion to the annual evaluation by combining the results of the previous three annual Student Evaluation Reports. See Section Error: Reference source not found for a discussion of student evaluations.
3. Chair's Evaluation Report and Recommendation: The department chair must prepare a report and make a recommendation for tenure and/or promotion. In completing this report, the department chair considers the faculty member's self-evaluation, supporting documentation, student evaluations, and classroom observations. Other input from students, colleagues, external sources, and University administrators may also be used. The Standard Performance Rating Scale (Figure, Section Error: Reference source not found) is to be followed in making the final recommendation. See Figure, Section for the areas to be addressed in the Chair's Evaluation Report for tenure and/or promotion.

NEW:

4-7.C.2 Chair's Evaluation Report for Tenure and Promotion Decisions

1. *Classroom Observations of Teaching*: *The department Chair's Evaluation Report should include information from classroom observations each lasting at least 30 minutes in two separate courses. If the faculty member is teaching online, provisions must be made for observation of online teaching. (See Section 12-11, Online Course Management Policy and Procedures, Part 1.d.)*
2. Summary Report of Student Evaluations: The department chair prepares the Student Evaluation Report by summarizing in a narrative the quantitative summaries and individual comments given by students. The chair prepares this report in a similar fashion to the annual evaluation by combining the results of the previous three annual Student Evaluation Reports. See Section Error: Reference source not found **4-6.B** for a discussion of student evaluations.
3. Chair's Evaluation Report and Recommendation: The department chair must prepare a report and make a recommendation for tenure and/or promotion. In completing

this report, the department chair considers the faculty member's self-evaluation, supporting documentation, student evaluations, and ~~classroom~~ observations of teaching. Other input from students, colleagues, external sources, and University administrators may also be used. The Standard Performance Rating Scale (Figure, Section ~~Error: Reference source not found~~ 4-12.F) is to be followed in making the final recommendation. See Figure, Section for the areas to be addressed in the Chair's Evaluation Report for tenure and/or promotion.

OLD:

4-7.D Responsibilities of the Peer Evaluation Committee

The requirements for membership on a Peer Evaluation Committee are described in Section ~~Error: Reference source not found~~ and Section ~~Error: Reference source not found~~; see also the Peer Evaluation Committee Form (Figure, Section ~~Error: Reference source not found~~).

Under the guidance of its chair, the Peer Evaluation Committee is charged with preparing and submitting a Peer Evaluation Report based on the following items: documentation submitted by the faculty member undergoing evaluation for tenure and/or promotion, classroom observations, and external review if necessary.

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The requirements for membership on a Peer Evaluation Committee are described in Section ~~Error: Reference source not found~~ 4-12.B and Section ~~Error: Reference source not found~~; see also the Peer Evaluation Committee Form (Figure, Section ~~Error: Reference source not found~~).

Under the guidance of its chair, the Peer Evaluation Committee is charged with preparing and submitting a Peer Evaluation Report based on the following items: documentation submitted by the faculty member undergoing evaluation for tenure and/or promotion, ~~classroom~~ observations of teaching, and external review if necessary.

OLD:

4-7.D.2 Classroom Observations

At least two members the Committee must conduct classroom observations of the candidate's teaching. To promote reliability, a set of classroom observations should consist of at least one observation lasting at least 30 minutes in two separate courses by each observer. Observers submit an oral or written report of their observations to the

Committee. The Committee's final report weighs and integrates these reports but does not incorporate them verbatim.

NEW:

4-7.D.2 ~~Classroom Observations~~ Observation of Teaching

*At least two members the Committee must conduct ~~classroom~~ observations of the candidate's teaching. To promote reliability, a set of classroom observations should consist of at least one observation lasting at least 30 minutes in two separate courses by each observer. **If the faculty member is teaching online, provisions must be made for observation of online teaching. (See Section 12-11, Online Course Management Policy and Procedures, Part 1.d.)***

Observers submit an oral or written report of their observations to the Committee. The Committee's final report weighs and integrates these reports but does not incorporate them verbatim.

OLD:

4-8.A Contract Renewal Evaluations

*The procedures for these evaluations generally follow the procedures specified for tenure and/or promotion. **These evaluations are conducted according to the calendars found in Section 4-13.** Procedures to be followed by the Peer Evaluation Committee are shown in Section 4-7.D.*

Faculty members undergoing contract renewal evaluations are to collect student evaluations of their courses, generally following the procedures shown in Section 4-6.B. Classroom observations by the department chair and by members of the Peer Evaluation Committee, therefore, are even more important to the evaluation process.

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*Faculty members undergoing contract renewal evaluations are to collect student evaluations of their courses, generally following the procedures shown in Section 4-6.B. ~~Classroom observations~~ **Observation of teaching** by the department chair and by*

members of the Peer Evaluation Committee, ~~therefore,~~ **are is** even more important to the evaluation process.

(Note on the deletion of the word “therefore”- We are pretty sure the word “therefore” in the above section is a hold-over from previous Handbooks when this section referred to Student Evaluation data being collected very early in the faculty member’s first semester. Because the sentence discussing early data collection was deleted when we went to a two-year initial contract, the word “therefore” makes no sense in the current section. It probably IS still important to emphasize that multiple direct observations by multiple faculty should carry more weight than student satisfaction data, however; thus, the phrase “even more important” was not deleted.)

OLD:

4-10 Evaluation Of Department Chairs

4-10.A Annual Evaluations of Faculty Responsibilities

Each department chair is evaluated annually by the Dean of his or her college or school and by the Office for Academic Affairs. Procedures parallel those for annual evaluations of all faculty, except that the duties normally carried out by the department chair are handled by the Chair's Dean (see Section Error: Reference source not found). A chair is evaluated in terms of teaching, scholarship, and service using area weights deemed appropriate for the department. There will, of course, be no merit salary increase recommendation from the department chair. As part of the annual evaluation of the Chair's faculty responsibilities, the Dean will schedule a conference with each Chair to discuss the Dean's evaluation of the Chair's performance.

The Dean will prepare a written annual evaluation report and present it to the department chair at least three days before the annual evaluation conference is to be held. At the evaluation conference, the department chair signs the evaluation report and receives a copy.

The Office for Academic Affairs collects from each chair an annual self-evaluation and supporting documentation, and may conduct classroom observations of the department chair's teaching.

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deemed appropriate for the department. There will, of course, be no merit salary increase recommendation from the department chair. As part of the annual evaluation of the Chair's faculty responsibilities, the Dean will schedule a conference with each Chair to discuss the Dean's evaluation of the Chair's performance.

The Dean will prepare a written annual evaluation report and present it to the department chair at least three days before the annual evaluation conference is to be held. At the evaluation conference, the department chair signs the evaluation report and receives a copy.

~~The Office for Academic Affairs collects from each chair an annual self-evaluation and supporting documentation, and may conduct classroom observations of the department chair's teaching.~~

(Note on the deletion of the last paragraph which mentions classroom observations: We believe the above section referring to the Office of Academic Affairs is a hold-over from when we did not have deans. It should have been deleted when the dean section was inserted. No special mention of the observation of teaching is needed here now because that is covered by the first paragraph which notes that the dean's evaluation procedures parallel the evaluation procedures for all faculty members.)

OLD:

4-13.B Typical Calendar of Events for Tenure and/or Promotion

October 7-November 15

External Review Initiation: If desired, external review of the faculty member's scholarly or creative work is initiated by either the faculty member or the PEC (through the department chair).

Classroom observations: Observations in the candidate's classes are carried out by the department chair and members of the PEC.

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~~Classroom observations~~ **Observations of Teaching:** ~~Observations~~ **Observation** ~~in~~ of the candidate's classes ~~are~~ **teaching is** carried out by the department chair and members of the PEC. ~~If the faculty member is teaching online, provisions must be made for observation of online teaching.~~

OLD:

4-13.D Calendar of Events for Initial Two-Year Contract Review

February-April 14 Classroom Observations: The department chair and members of PEC carry out classroom observations. If the faculty member is teaching on-line, provisions must be made for observations of online teaching.

NEW:

4-13.D Calendar of Events for Initial Two-Year Contract Review

February-April 14 ~~Classroom Observations~~ **Observation of Teaching:** The department chair and members of PEC carry out ~~classroom observations~~ **observation of the faculty member's teaching**. If the faculty member is teaching ~~on-line~~ **online**, provisions must be made for ~~observations~~ **observation** of online teaching.

OLD:

4-13.E Calendar of Events for Initial Three-Year Contract Review

October –January 14 Classroom Observations: During the fall semester, the department chair and members of PEC carry out classroom observations. If the faculty member is teaching online, provisions must be made for observation of online teaching.

NEW:

4-13.E Calendar of Events for Initial Three-Year Contract Review

October –January 14 ~~Classroom Observations~~ **Observation of Teaching:** During the fall semester, the department chair and members of PEC carry out ~~classroom observations~~ **observation of the faculty member's teaching**. If the faculty member is teaching online, provisions must be made for observation of online teaching.

OLD:

4-13.F Typical Calendar of Events for Post-Tenure Review

Oct. 7 Optional classroom observations (when deemed appropriate) are carried out by department chair and members of the Peer Evaluation Committee.

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OLD:

4-12.A. Format for Evaluation Reports

2). TEACHING Area Weight (50% to 70%)

a) Classroom activities. Discuss classroom work as it relates to how knowledge in a faculty member's discipline is covered (e.g., categories, principles, summaries), how the specific content of a discipline is imparted (e.g., facts, examples), the development of general student skills (e.g., communication, critical thinking, creativity, mathematics), how student learning is motivated (e.g., stimulating curiosity, confidence, and task-specific motivation), measures of student performance (e.g., examinations, papers, presentations, other projects), and future plans for development in the area of teaching.

b) Auxiliary teaching activities. Discuss evidence that grades have been submitted in a timely manner, how students are being advised, supplementary instructional time provided outside of class, the supervising of student research projects, working with colleagues to develop curricula, and plans for future development in this area.

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specific motivation), measures of student performance (e.g., examinations, papers, presentations, other projects), and future plans for development in the area of teaching.

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