

Peer Observations of Instruction

(Senate: 5/24/2011; President: 6/14/2011)

Governing document: Article 15 of the Collective Bargaining Agreement between the California State University and the California Faculty Association.

Instructional faculty members undergoing periodic evaluations for performance reviews must be evaluated in the area of educational performance, which includes teaching performance and related educational activities.

The evaluation of teaching performance is an assessment of the quality and effectiveness of the efforts of faculty members that directly contribute to student learning. This evaluation must include multiple measures, one of which is a written report of a peer observation of instruction. by a member of the department/division/school personnel committee, or by the department/division chair or school director or his or her designee.

ALL PEER OBSERVERS WILL BE ASSIGNED BY THE DEPARTMENT/DIVISION CHAIR OR SCHOOL DIRECTOR OR THE DEPARTMENT/DIVISION/SCHOOL PERSONNEL COMMITTEE. THE PEER OBSERVERS MUST CURRENTLY BE TENURED OR PROBATIONARY FACULTY IN AN EQUAL OR HIGHER ACADEMIC RANK AS THE FACULTY MEMBER BEING OBSERVED.

There shall be notification of not less than five days given to the faculty member being observed, indicating the date upon which the observation will be made and indicating who will conduct it. WHEN CLASSROOM VISITS ARE UTILIZED AS PART OF THE EVALUATION OF A FACULTY MEMBER, THE FACULTY MEMBER EVALUATED SHALL BE PROVIDED NOTICE AT LEAST FIVE (5) DAYS PRIOR TO THE VISIT THAT A CLASSROOM OR ONLINE OBSERVATION, AND/OR REVIEW OF ONLINE CONTENT IS TO TAKE PLACE. NOTICE SHALL INCLUDE the date upon which the observation will be made and indicating who will conduct it. In addition, there shall be consultation between the faculty member being observed and the individual who visits his or her class(es); THE FACULTY MEMBER CONDUCTING THE PEER OBSERVATION MAY REQUEST COPIES OF THE SYLLABUS AND HANDOUTS PRIOR TO THE OBSERVATION. FACULTY MEMBERS WHO CONDUCT THE PEER OBSERVATION OF INSTRUCTION SHALL PROVIDE AN The observation report shall be provided to the DEPARTMENT/DIVISION OR SCHOOL OFFICE AND THE faculty member within fourteen days of the peer observation of instruction. ACADEMIC AFFAIRS WILL PROVIDE A SAMPLE PEER OBSERVATION OF INSTRUCTION REPORT FORM, WHICH MAY BE ADOPTED FOR COLLEGE/DEPARTMENT/DIVISION/SCHOOL USE. When observations are made ASSIGNED for evaluation purposes, reports are MUST BE included in the faculty member's permanent personnel action file.

For permanent PROBATIONARY faculty members, AT LEAST ONE PEER observations shall be conducted prior to each performance review FILE CLOSURE DATE. NORMALLY, THE PEER OBSERVATION SHALL TAKE PLACE IN THE FIRST YEAR OF THE PERFORMANCE REVIEW PERIOD.

37 FOR TENURED FACULTY, AT LEAST ONE PEER OBSERVATION NORMALLY SHOULD BE
38 CONDUCTED NO LATER THAN ONE SEMESTER BEFORE THE FILE CLOSURE DATE.

39 For tenured faculty members, an observation shall be conducted at least once during each post-
40 tenure review period.

41 For temporary faculty members with appointments of one year or more, an observation shall
42 be conducted at least once during the term of appointment. Temporary faculty members with
43 multi-year appointments may be observed more frequently at the request of the faculty
44 member or the President.

45 All other temporary faculty members, at a minimum, shall be observed at the completion of
46 three quarters of teaching or at the end of two years from the time of initial appointment or
47 last review, whichever comes first.

48 LECTURERS SHALL RECEIVE A PEER OBSERVATION OF INSTRUCTION IN AT LEAST ONE COURSE
49 DURING THEIR FIRST SEMESTER OF APPOINTMENT. SUBSEQUENTLY, LECTURERS WITH ONE-
50 YEAR OR THREE-YEAR APPOINTMENTS SHALL RECEIVE AT LEAST ONE PEER OBSERVATION OF
51 INSTRUCTION DURING EACH APPOINTMENT; LECTURERS WITH SEMESTER APPOINTMENTS
52 SHALL BE OBSERVED AT THE DISCRETION OF THE DEPARTMENT/DIVISION OR SCHOOL.
53 OBSERVATIONS SHOULD BE MADE FOR A REPRESENTATIVE SAMPLING OF COURSES OVER TIME.

54 DURING PERFORMANCE REVIEWS, REVIEWERS AT ANY LEVEL MAY RECOMMEND CONDUCTING
55 ADDITIONAL PEER OBSERVATIONS FOR THE NEXT REVIEW PERIOD. THE COMMITTEE MAY ALSO
56 MAKE APPROPRIATE RECOMMENDATIONS FOR THE IMPROVEMENT OF INSTRUCTION (E.G.,
57 REFERRAL TO APPROPRIATE FACULTY DEVELOPMENT RESOURCES). A FACULTY MEMBER MAY
58 REQUEST TO HAVE ADDITIONAL PEER OBSERVATIONS OF THEIR TEACHING AT ANY TIME; THIS
59 REQUEST WILL BE MADE TO THE DEPARTMENT/DIVISION CHAIR OR SCHOOL DIRECTOR.

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Instructional faculty members undergoing periodic evaluations or performance reviews must be evaluated in the area of educational performance, which includes teaching performance and related educational activities.

The evaluation of teaching performance is an assessment of the quality and effectiveness of the efforts that directly contribute to student learning. This evaluation must include multiple measures, one of which is a written report of a peer observation of instruction.

All peer observers will be assigned by the department/division chair or school director or the department/division/school personnel committee. The peer observers must currently be tenured or probationary faculty in an equal or higher academic rank as the faculty member being observed.

When classroom visits are utilized as part of the evaluation of a faculty member, the faculty member evaluated shall be provided notice at least five (5) days prior to the visit that a classroom or online observation, and/or review of online content is to take place. Notice shall include the date the observation will be made and indicate who will conduct it. In addition, there shall be consultation between the faculty member being observed and the individual who visits his or her class(es); the faculty member conducting the peer observation may request copies of the syllabus and handouts prior to the observation. Faculty members who conduct the peer observation of instruction shall provide an observation report to the department/division or school office and the faculty member within fourteen days of the observation. Academic Affairs will provide a sample peer observation of instruction report form, which may be adopted for college/department/division/school use. When observations are assigned for evaluation purposes, reports must be included in the permanent personnel action file.

For probationary faculty members, at least one peer observation shall be conducted prior to each performance review file closure date. Normally, the peer observation shall take place in the first year of the performance review period. For tenured faculty, at least one peer observation normally should be conducted no later than one semester before the file closure date.

Lecturers shall receive a peer observation of instruction in at least one course during their first semester of appointment. Subsequently, lecturers with one-year or three-year appointments shall receive at least one peer observation of instruction during each appointment; lecturers with semester appointments shall be observed at the discretion of the department/division or

school. Observations should be made for a representative sampling of courses over time.

During performance reviews, reviewers at any level may recommend conducting additional peer observations for the next review period. The committee may also make appropriate recommendations for the improvement of instruction (e.g., referral to appropriate faculty development resources). A faculty member may request to have additional peer observations of their teaching at any time; this request will be made to the department/division chair or school director.