

1 **Peer Observations of Instruction**

2 (Senate: 5/24/2011, 4/24/18; President: 6/14/2011, 5/14/18)

3 Governing documents: ArticleS 11 AND 15 of the Collective Bargaining Agreement between
4 the California State University and the California Faculty Association.

5 Instructional faculty members undergoing periodic evaluations or performance review must be
6 evaluated in the area of educational performance which includes teaching performance and
7 related educational activities.

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

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

15 When classroom visits are utilized as part of the evaluation of a faculty member, the faculty
16 member evaluated shall be provided notice at least five (5) days prior to the visit that a classroom
17 or online observation, and/or review of online content is to take place. Notice shall include the
18 date the observation will be made and indicate who will conduct it. In addition, there shall be
19 consultation between the faculty member being observed and the individual who visits his or her
20 THEIR class(es); the faculty member conducting the peer observation may request copies of the
21 syllabus and handouts prior to the observation. Faculty members who conduct the peer
22 observation of instruction ARE ENCOURAGED TO DISCUSS A DRAFT OF THE
23 OBSERVATION REPORT WITH THE FACULTY MEMBER BEING OBSERVED. THE
24 FACULTY OBSERVER shall provide an THE FINAL observation report to the
25 department/division or school office and the faculty member within fourteen (14) CALENDAR
26 days of the observation. Academic Affairs will provide a [peer observation of instruction form](#),
27 which may be adopted for college/department/division/school use. When observations are
28 assigned for evaluation purposes, reports must be included in the permanent pPersonnel aAction
29 fFile (PAF). THE FACULTY MEMBER OBSERVED MAY SUBMIT A REBUTTAL
30 STATEMENT IN WRITING. A COPY OF THE REBUTTAL STATEMENT SHALL BE
31 PLACED IN THE PERSONNEL ACTION FILE. THE FACULTY MEMBER OBSERVED
32 MAY REQUEST A MEETING WITH THE DEPARTMENT/SCHOOL/DIVISION
33 CHAIR/DIRECTOR TO DISCUSS THE OBSERVATION REPORT WITHIN FIVE (5) DAYS
34 FOLLOWING RECEIPT OF THE FINAL OBSERVATION REPORT. ANY REQUESTED
35 MEETING SHALL TAKE PLACE WITHIN TEN (10) DAYS OF THAT REQUEST.

36 For probationary faculty members, at least one peer observation shall be conducted prior to each
37 performance review file closure date. Normally, the peer observation shall take place in the first
38 year of the performance review period.

39 For tenured faculty members, at least one peer observation normally should be conducted no
40 later than one semester before the file closure date.

41 Lecturers shall receive a peer observation of instruction in at least one course during their first
42 semester of appointment. Subsequently, lecturers with one-year or three-year appointments shall
43 receive at least one peer observation of instruction during each appointment; lecturers with
44 semester appointments shall be observed at the discretion of the department/division or school.
45 Observations should be made for a representative sampling of courses over time.

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

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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 their 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 are encouraged to discuss a draft of the observation report with the faculty member being observed. The faculty observer shall provide the final observation report to the department/division or school office and the faculty member within fourteen (14) calendar days of the observation. Academic Affairs will provide a [peer observation of instruction 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 (PAF). The faculty member observed may submit a rebuttal statement in writing. A copy of the rebuttal statement shall be placed in the Personnel Action File. The faculty member observed may request a meeting with the department/school/division chair/director to discuss the observation report within five (5) days following receipt of the final observation report. Any requested meeting shall take place within ten (10) days of that request.

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.

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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.

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