Date: March 18, 2018

To: Veena Prabhu
   Chair, Academic Senate

From: Sharon H. Ulanoff, Chair
   Faculty Policy Committee

Copies: M. Caldwell, J. Lazo-Uy, R. Roquemore, V. Salcido, H. Riggio

Subject: Proposed Policy Modification for Chapter VI of the Faculty Handbook

FPC 17-6.10: Peer Observations of Instruction

Faculty Policy Committee discussed FPC 17-6.10: Peer Observations of Instruction at several meetings during the fall 2017 and spring 2018 semesters. During those meetings FPC examined peer observation policies from other CSU campuses as well as peer observation report forms used by colleges at Cal State LA and other CSU campuses. FPC also referred to the Collective Bargaining Agreement between the California State University and the California Faculty Association (CBA). FPC voted to approve FPC 17-6.10: Peer Observations of Instruction at its meeting on March 5, 2018. An explanation of the modifications follows.

Line 5: This change is editorial.

Line 9: This change is editorial.

Lines 11-12: These lines are recommended for deletion because the content is addressed in lines 13-16.

Lines 13-16: This language specifies that it is the responsibility of either the department/division chair or school director or the department/division/school personnel committee to assign peer observers. It further specifies who is eligible to conduct peer observations.

Lines 17-19: These lines are recommended for deletion because they are included in lines 19-23.

Lines 19-22: This language comes directly from article 15.4 of the CBA and includes most of the content from lines 17-19.
Lines 22-23: This language includes the rest of the content from lines 19-23; the changes are editorial as a result of change to sentence construction.

Lines 25-26: This language indicates that observers can request the syllabus and handouts but does not make that a requirement for the peer observation.

Lines 26-29: This language clarifies that the faculty observer must provide a report of the observation.

Lines 29-31: This language indicates that academic affairs will be posting an sample report form for possible adoption. FPC has been working on a sample peer observation of instruction report form, which will be finalized once this policy modification has been approved.

Lines 31-32: This language is editorial.

Lines 34-38: This language clarifies that at least one peer observation of instruction will be conducted for each performance review and specifies that it be conducted prior to the file closure date for the performance review for both probationary and tenured faculty member.

Lines 39-40: FPC recommends deleting this language because it is addressed in lines 37-38.

Lines 41-47: FPC recommends deleting this language because it is modified and addressed in lines 41-47.

Lines 48-53: This language modifies and clarifies when lecturers will be observed.

Lines 54-57: This language clarifies that reviewers may recommend additional peer observations of instruction as well as make appropriate recommendations for improving instruction.

Lines 57-59: This language clarifies that faculty members may ask the department/division chair or school director to assign additional peer observations of instruction.
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 review 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 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.
FOR TENURED FACULTY, AT LEAST ONE PEER OBSERVATION SHALL BE CONDUCTED NO LATER THAN ONE SEMESTER BEFORE THE FILE CLOSURE DATE.

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

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

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

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.