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**Date:** February 24, 2020

**To:** Veena Prabhu,  
Chair, Academic Senate

**From:** Heidi Riggio, Chair  
Faculty Policy Committee

**Copies:** N. McQueen, J. Lazo-Uy, R. Roquemore, V. Salcido, J. Dennis

**Subject:** **Proposed Policy Modification for Chapter VI (Section B) of the *Faculty Handbook* FPC 19-8.4: Peer Observations of Instruction**

Faculty Policy Committee (FPC) considered the policy on Peer Observations of Instruction at the meetings of February 10, February 17, and February 24, 2020. Dr. McQueen asked FPC to modify the policy to include language concerning faculty members' rights to rebut peer observation reports and to request a meeting regarding such reports (as per Article 11 of the Collective Bargaining Agreement). We added language indicating that faculty members may write rebuttals and that those rebuttals will be placed in the Personnel Action File (PAF), that faculty members may request a meeting within 5 days of receiving the report, and that any requested meeting shall take place within 10 days of that request.

FPC voted to approve the policy modification FPC 19-8.4: Peer Observations of Instruction on February 24, 2020.

The following points summarize the proposed changes to the policy:

- Line 3: We added Article 11 as a governing document of the policy.
- Lines 19-20: We eliminated "his or her" and changed it to "their," which is inclusive and avoids gendered language.
- Lines 22-23: We added a statement encouraging the faculty observer to discuss a draft of the observation report with the faculty member being observed.
- Line 24: We emphasize that faculty observers will provide a final report (to differentiate from a draft report).
- Line 25: We added the word "CALENDAR" to be more accurately descriptive of the time allowed to prepare and submit the observation report.
- Lines 28-29: We capitalized the term Personnel Action File and included the acronym PAF.
- Lines 29-35: We added language describing faculty rights to write rebuttal statements in response to peer observation reports and to request meetings in response to such reports placed in the PAF, as per Article 11 of the CBA.

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 TO DISCUSS THE OBSERVATION REPORT WITHIN FIVE  
33 (5) DAYS FOLLOWING RECEIPT OF THE FINAL OBSERVATION REPORT. ANY  
34 REQUESTED MEETING SHALL TAKE PLACE WITHIN TEN (10) DAYS OF THAT  
35 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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