**Guidelines for Peer Classroom Observations**

Classroom observations by peers will be implemented in at least one course per year for all probationary faculty in the Department of Anthropology. Direct classroom observations will take place before each personnel decision involving a probationary faculty member.

**Selection of Evaluation Committee**

1. Each evaluation committee team will consist of two anthropology faculty (one tenured and one untenured, when possible) selected by the DPC in consultation with the Department Chair. Per College of Arts & Sciences guidelines, the selection of teams should ensure that all PTC members will have had the chance to observe probationary faculty before a promotion and tenure decision (when possible). Every effort should be made that one member of the observation team is from the same area of specialization as the faculty to be evaluated and one from a different specialization.
2. The selection of the committee will be chosen by vote of the DPC.
3. When feasible, one member of the evaluation committee should be male and one should be female.
4. Members of the observation team to evaluate tenure-track faculty will always consist of tenure-track faculty, whereas membership in a committee to evaluate NTT faculty may include one NTT faculty member.
5. No member may serve on the observation team for the same faculty member for two consecutive years.

**Process of Evaluation**

1. The Department Chair will inform the faculty member to be evaluated in writing of the membership of the observation team selected for the year.
2. The faculty member to be evaluated will select two courses to be evaluated, one upper division and one lower division (if feasible), and provide copies of the syllabi and other relevant printed course material to the observation team. The observation team will select one course to be evaluated. The course selected should not be one that has been reviewed in the past by the same observation team members.
3. The observation team will schedule with the faculty member to be evaluated a pre-observation meeting to discuss and review the course materials submitted to the observation team to discuss the level, nature, and progress of the class to be reviewed. The purpose of this meeting is to both provide evaluation of printed course material and to discuss any information about the class which will make the observations more meaningful.
4. In consultation, the observation team and the faculty member to be evaluated will decide which class session of the course will be observed and the observation team members will observe the same class session.
5. Direct classroom observation will take place using the attached standardized “Colleague Observation Form.” During the observation, data should be written down using timecodes when possible. After the observation, the Colleague Observation Form should be completed using the timecode data when possible.

1. Each observation team member will write a separate report based on the classroom observation and the evaluation of the course materials and submit copies directly to the other observation team member, the faculty who is being evaluated, and the Chair. The Colleague Observation Form should be included in the report.
2. The faculty member who is being evaluated may request a meeting with the observation team and/or the Chair to discuss the report and/or may write and submit a response to the observation team and/or the Chair.
3. The observation team and any written response by the faculty member who was evaluated will become part of the faculty member’s file to be reviewed for promotion, tenure, and contract renewal purposes.
4. This material may also be used by the Chair, along with the department faculty evaluation instrument, in considerations of merit raises.
5. The review process from the pre-observation meeting to the filing of the observation team reports should be accompanied within two weeks.

**APPALACHIAN STATE UNIVERSITY**

**DEPARTMENT OF ANTHROPOLOGY**

**PEER OBSERVATION FORM**

Instructor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Respond to each question based on your observation of a single class session.***

1. What are the instructors’ strengths?
2. What are the instructor’s weaknesses?
3. Please provide other detailed comments and/or suggestions?