

Peer Evaluation Guidelines Spring 2020

As required by APM 322, department chairs will assign peer evaluator(s) to review faculty members. APM 322 provides that peer evaluations will be conducted according to departmental policies. Each department should have a peer evaluation policy and forms that will be used to assess course content, instructional design, instructional delivery, and assessment methods. Those approved policies can be found on the Faculty Affairs website at <https://www.fresnostate.edu/academics/facultyaffairs/teaching-effectiveness/policies-forms.html> .

The peer evaluations conducted in Spring 2020 will follow the same policy and forms that have been adopted by the departments with the following adjustments:

- 1) The instructor will share materials required by the reviewers under APM 322.VI.A.3 via email, Google Doc, Canvas, or other electronic medium agreed upon by the instructor and reviewers.
- 2) While APM 322 does not require classroom visits as part of peer evaluations, when classroom visits are utilized as part of the peer review process, faculty who were originally scheduled to teach fully in-person classes in Spring 2020 will not be evaluated as if they were teaching a fully online class as defined by APM 206. To evaluate instructional delivery, the instructor may invite the reviewer to attend a virtual class session or may add the reviewer as an observer to the course in Canvas to complete the class visit portion of the review. The reviewer should note if the instructional delivery method for the reviewed class differed from the normal format of the course.
- 3) The discussion of the evaluation prior to submission to the department chair can be held via Zoom or other video conferencing method or by phone or by email to allow the faculty member to obtain meaningful feedback from the reviewer.
- 4) Each Spring 2020 peer review conducted after March 16, 2020 shall be accompanied in the PAF by a letter including the following language:

In mid-Spring 2020, faculty members were required to transition quickly from face-to-face teaching to virtual instruction within a four-day period. While peer evaluations are an important aspect of evaluation of teaching effectiveness, the review of faculty teaching performance is not based upon a single semester's activities. The assessment of teaching effectiveness for tenure and promotion will look at the pattern of performance and the enhancement and development in teaching achieved by the faculty member in multiple semesters of teaching. The reflection of the faculty member on that development of teaching as set forth in the faculty member's written statements in the RTP file will also be an important consideration in the review of teaching effectiveness. Just as a faculty member who has attempted a new teaching practice or initiative which was not as effective as the faculty member had hoped but who had then reflected on that practice and learned essential lessons from the experience would not be penalized for a lack of success, so the faculty member who has taken a step into the virtual world to move students forward in a difficult semester will be assessed based on efforts made and results pursued.

5) For peer evaluations conducted after the change in class format in mid-March, the form used for peer evaluation shall include the following header:

The COVID-19 pandemic in Spring 2020 dramatically affected the CSU system. The suspension of in-person instruction; the cancellation of visual and performing arts events; the postponement or cancellation of co-curricular lectures and activities; the cancellation of athletics events; and, the closure or reduction in the service of libraries and counseling centers represent a profound disruption for faculty, staff, and students. Peer evaluation of the faculty member shall take into consideration the fact that this profound disruption has altered the mode in which the class is being offered and responses must be reflective of the situation under which the peer evaluation was conducted.

Training on Zoom and Canvas is available through CFE as found at <https://fresnostate.edu/academics/cfe/> .