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From: Karen M. Gil, Dean, College of Arts and Sciences

Date: August 21, 2012

Subject: **Peer Faculty Teaching Observations for Tenure, Promotion and Post-Tenure Review**

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**Beginning in Fall 2012, use of the Peer Faculty Teaching Observation Report template attached is required for all personnel reviews in the College of Arts & Sciences.**

In Fall 2011, I charged the College Task Force on Promotion and Tenure with several responsibilities. One of them was to develop guidelines to ensure improved consistency in documentation of peer faculty teaching observations when faculty in the College of Arts and Sciences are being considered for reappointment to assistant professor, promotion to associate professor with tenure, and promotion to full professor, as well as when faculty are undergoing post-tenure review.

Typically evaluations of teaching effectiveness include multiple components, such as: peer faculty teaching observations, student course evaluations, and review of teaching statements, course syllabi, and other teaching materials. This memo only addresses *the standardization of peer faculty teaching observations*.

Based upon the Task Force's recommendations and further discussion in the Dean's office, the College has established *minimum guidelines* for peer faculty teaching observations (enclosed), which all Departments in the College of Arts & Sciences are *required* to follow with personnel reviews that commence in Fall 2012 and thereafter.

I want to emphasize that these are minimum guidelines: If your department currently undertakes more extensive peer faculty teaching observations for promotion, tenure and post-tenure reviews than required here, *you are encouraged to continue with those practices*.

Enclosures: Peer Teaching Observations in Personnel Decisions, Minimum Guidelines, Fall 2012  
Peer Faculty Teaching Observation Report Form, July 17, 2012 (also available on  
College Intranet)

**Peer Faculty Teaching Observations in Personnel Decisions, Minimum Guidelines  
College of Arts and Sciences, Effective Fall 2012**

**I. Reappointment to assistant professor, tenure and promotion to associate professor, and promotion to full professor**

Department documentation with regard to peer faculty teaching observations shall be the same for reappointment to assistant professor, promotion to associate professor with tenure, and promotion to full professor.

Department peer faculty teaching observations must satisfy the following minimum standard. If departments wish to have more extensive peer faculty teaching observations than required here, they may do so.

- A. *At least two faculty members must each observe at least one full class session. It is recommended they observe class sessions in different courses. For cases of reappointment to assistant professor and promotion to associate professor with tenure, these class observations must be carried out by associate professors with tenure or full professors. For cases of promotion to full professor, these observations must be carried out by full professors. Class observations carried out as part of a personnel decision are normally carried out in the 12 month period prior to the department meeting regarding the decision; they should preferably be carried out in the same semester as the department decision.*
- B. *Each faculty member participating in a peer faculty teaching observation is required to write a report for each class session observed, employing the attached template. Peer Faculty Teaching Observation Reports must form part of the department personnel file sent forward, and be summarized in the internal personnel committee report and/or the Chair's letter.*

With regard to the Peer Faculty Teaching Observation Report template, departments are encouraged to develop further prompts or questions under the comments section relevant to instruction in their unit to further guide departmental peer faculty observers.

Although this memo addresses only the peer faculty teaching observation process, we remind you that department chairs also must consider other aspects of the teaching record, including all other assessments of teaching effectiveness. And, they should be careful to comply with APT policies regarding these matters. APT instructions for the Chair's letter with regard to the teaching and service record currently specify:

**Teaching and Service Record**

- Discuss the teaching record, especially all assessments of teaching effectiveness. Include any quantitative data from student evaluations, and discuss trends over time.
- If you have a procedure for gathering non-quantitative student comment, report the results of that process.

- Do not, however, provide input from selected individuals, as opposed to broad categories of students.
- Additional guidance from the Provost's Office: "How to Present an Effective Dossier to the Appointment, Promotion and Tenure Committee" at the following link: <http://provost.unc.edu/policies/aptdossier>

## II. Post-tenure review

Department peer faculty teaching observations for post-tenure review must satisfy the following minimum standards. (If departments wish to have more extensive peer faculty teaching observations than required here, they may do so.)

- A. *One peer faculty member must observe at least one complete class session for the faculty member being evaluated for post-tenure review. For cases of post-tenure review of associate professors with tenure, this class observation must be carried out by an associate professor with tenure or a full professor. For cases of post-tenure review of a full professor, this observation must be carried out by a full professor.*
- B. *Each peer faculty member observing a class is required to complete a Faculty Peer Teaching Observation Report for each class session observed, employing the attached template. This report must form part of the department's post-tenure review report.*

The Peer Faculty Teaching Observation Report Form may be accessed electronically from the College Intranet.

# Peer Faculty Teaching Observation Report

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Faculty Member Name and Department: \_\_\_\_\_

Evaluator Name, Title and Department: \_\_\_\_\_

Signature of Faculty Evaluator: \_\_\_\_\_

Full Name of Course: \_\_\_\_\_ Course Dept. and Number: \_\_\_\_\_

Date of Observation: \_\_\_\_\_ Time of Observation: \_\_\_\_\_

Location: \_\_\_\_\_ Number of Students in Attendance: \_\_\_\_\_

Class Enrollment:                     25 or fewer     26 to 50     51 to 100     over 100

Comments (including type of teaching being observed, extent and nature of class interaction, and a critical evaluation).  
If you wish to use a rating scale, please define each rating point.  
You may attach an additional or separate document.