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*Prof's  
Hr.  
systems  
notebook*

*2/8/94*

*pc. to: Patricia J. Anderson  
I approve the Peer  
Review Procedures docu-  
ment (Resolution #93-44)*

**RECEIVE**

JAN 25 1994

CHANCELLOR'S OFFICE  
E. C. U.

**MEMORANDUM**

**TO:** Chancellor Eakin *R.R. Eakin*  
**FROM:** Patricia J. Anderson *Patricia J. Anderson*  
Chair of the Faculty *pc. M. Springer [Plo. discuss]  
G. Hallock [w/ me]*  
**DATE:** January 21, 1994  
**SUBJECT:** Peer Review Procedures and Sample Instrument

As instructed by the Faculty Senate, I formed an Ad Hoc Committee, consisting of Professors Bill Grossnickle, Parmalee Hawk, Brenda Killingsworth, and Tinsley Yarbrough, to review the attached peer review procedures and their correlation with the recently revised *Appendices C, D, and L*. Our committee met this morning and reviewed the complete set of documents referred to above. We found no conflicts within the *Appendices* and the Peer Review Procedures, and would thus recommend your approval of the Peer Review Procedures document.

Through our discussion and review of the documents, two additional concerns were raised. First, we would ask that you clarify the date of implementation for this policy. We recommend that you consider the matter of persons who will be requesting consideration for promotion or tenure early in the Fall semester of 1994, thus making implementation for all non-tenured faculty a potential hardship for this group of faculty members.

Another issue that must be addressed is the training of observers. Included in the attached procedures is a training outline, set as a guide for a "training package" to be used with any observer who participates in this process. It is critical that the training be substantive, appropriately designed, and effective in its training of observers, and we would suggest that you give careful consideration to the issues of design and personnel for this important task.

Thank you for your work on and support of the peer review process. We are confident that this process will work to enhance teaching effectiveness across our entire campus.

attachment

pc: Ad Hoc Committee members  
Marlene Springer  
James Hallock