

## MEMORANDUM

TO: Mary Flores, Dean, Academic Programs  
FROM: Heather Van Mullem, Chair, Movement & Sport Sciences Division  
DATE: September 19, 2017  
RE: Movement & Sport Sciences Division System of Peer Review

The Movement & Sport Sciences Division will utilize the following system of peer review:

Peer reviewers will be chosen by the division Chair. A peer reviewer will conduct a minimum of one (1) classroom observation per academic year, typically during the fall semester. The "Faculty Classroom Observation Form" will be used by the reviewer to provide feedback. It is expected that the peer reviewer and reviewee meet and discuss the feedback.

The construction of the Faculty Classroom Observation Form and the Peer Reviewer Comment Form were approved by Movement & Sport Sciences faculty by email vote on September 19, 2017.

Twice per academic year, the peer reviewer will also engage the reviewee in a conversation regarding other job responsibilities required of a faculty member, including advising, scholarship, service, and collegiality. During the fall semester, peers are encouraged to share their professional goals with their reviewer for the coming academic year. During the spring semester, colleagues should discuss progress made towards previously established goals. Feedback should be provided on the "Peer Reviewer Comment Form." Movement and Sport Sciences faculty have chosen to utilize a "2+1" feedback structure. For each area of discussion, a reviewer should provide two positive comments and one area for improvement. Feedback documents should be included as a piece of evidence in the faculty member's annual evaluation portfolio for consideration by the division Chair.

The above outlined procedures were initially approved by the Movement & Sport Sciences faculty during the fall division retreat on August 16, 2017. The procedures were again discussed and approved by faculty at a division meeting on September 19, 2017.

Approved 10/12/17, mjf, AP Dean