

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.

**Lewis-Clark State College
Movement & Sport Sciences Division**

Faculty Classroom Observation Form

Faculty Name and Rank: _____

Evaluator Name and Rank: _____

Date of Teaching Activity: _____

Type of Teaching Activity: _____

Time Spent Observing Faculty: _____

Course Name/Number: _____

PRESENTATION OF MATERIAL

	Criteria	Complies	Does Not Comply*	Cannot Assess*	Comments
1	Presented material in an understandable, well-organized manner.				
2	Clearly communicated directions for assignments.				
3	Assignments were related to the course objectives.				
4	Encouraged students to ask questions.				

	Criteria	Complies	Does Not Comply*	Cannot Assess*	Comments
5	Created learning environment in which students felt comfortable.				
6	Interacted with students in a respectful manner.				
7	Showed enthusiasm in teaching the subject.				
8	Encouraged students to think critically about course content.				
9	Made subject matter more meaningful through use of examples and application exercises.				
10	Instructor spoke distinctly and with sufficient volume or provided appropriate student information in the blackboard course.				
11	Knowledgeable, current material is presented.				

STUDENT PARTICIPATION

	Criteria	Complies	Does Not Comply*	Cannot Assess*	Comments
1	Students seemed interested in subject presented.				
2	Students demonstrated critical thinking regarding application exercises.				
3	Students were able to connect the application exercise to overall course objectives and information.				

**If this column marked, evaluator must make comment.*

SUMMARY

Strengths:

Areas for Improvement:

General Comments:

Signature of Evaluator: _____

Date: _____

Signature of Faculty Evaluated: _____

Date: _____

Faculty comments (if any):

**Lewis-Clark State College
Movement & Sport Sciences Division**

Peer Reviewer Comment Form

Faculty Name and Rank:

Evaluator Name and Rank:

Date:

Teaching Summary (2+1):

Advising Summary (2+1):

Scholarship Summary (2+1):

Service Summary (2+1):

Collegiality Summary (2+1):