Wayne State University

Department of Communication

Bylaws

Updated and Approved December 2, 2020

Revision Approved 4/6/21

Preamble

Where there may be an inconsistency between these Bylaws and present or future Board of Governors Statutes, University Policies, other University regulations that have been duly issued, College Bylaws, or any applicable collective bargaining agreement, the latter shall prevail.

I. ARTICLE I: MEMBERSHIP
   A. Voting members of the Department of Communication shall include all full-time faculty and academic staff.
   B. In accordance with Wayne State University’s Diversity Statement, we value all persons and understand that our unique experiences, talents, and perspectives make us a stronger organization and better people.

II. ARTICLE II: ADMINISTRATION AND LEADERSHIP
   A. Department Chair
      1. The chief administrative officer of the department shall be the Department Chair, who shall be selected and reviewed by the Dean of the College under all applicable terms of the WSU–AAUP-AFT agreement.
         a) Duties of the Chair shall be determined by the Dean of the College, including, but not limited to:
            (1) Lead the faculty in scheduling, developing, maintaining, and enhancing graduate and undergraduate curricula.
(2) Lead in enhancing faculty productivity, creativity and research.
(3) Implement department budget, personnel, and fundraising policies, goals, and actions.
(4) Participate in faculty, student, and community affairs.
(5) Lead department efforts in recruitment and retention of faculty, staff, and students

B. For organizational purposes, the Department of Communication shall consist of the following three areas: Communication Studies; Journalism; and Media Arts and Studies.

1. Faculty members must affiliate with at least one area, typically related to their primary teaching assignment”. Faculty may choose to affiliate with another area, based on secondary teaching interests, research activities, creative expertise, or industry experience. Area Heads cannot block faculty affiliations.

C. Area Heads

1. Appointment - The Department Chair shall appoint Area Heads during the semester prior to their assignment, allowing for a transitional period.

2. Area Heads serve staggered three-year terms, to be overseen by the Chair.

   a) If an Area Head does not complete the full term, a replacement shall be appointed to serve the balance of the term.

   b) At the end of the three-year term, the Department Chair shall conduct a formal review with the members of the Area to determine the continuance or replacement of an Area Head. Such recommendations shall be advisory to the Department Chair. This review shall be conducted during the final semester of the Area Head’s term.
3. Duties of Area Heads include:
   a) Chair area meetings.
   b) Recommend course or curriculum changes to the appropriate committee for approval.
   c) Recommend facilities maintenance and improvements to the Technology Committee.
   d) Recommend requests for equipment and supply purchases to the Technology Committee.
   e) Recommend part-time faculty to the Chair.
   f) Mentor part-time faculty and Graduate Teaching Assistants who teach in the area.
   g) Review part-time faculty requesting promotion within area course pools.
   h) In coordination with the Directors of Graduate and Undergraduate Studies, make scheduling recommendations to the Department Chair.
   i) Facilitate election or selection of Area representation to Department, College, and University committees.
   j) Other duties as assigned by the Department Chair.

D. Director of Graduate Studies
   1. The Director of Graduate Studies is appointed by the Department Chair, in consultation with the faculty, from the full-time graduate faculty.
   2. Director of Graduate Studies serves a three-year term.
      a) The Department Chair may elect to conduct a review of the Director of Graduate Studies during their term in accordance with WSU-AAUP-AFT guidelines.
   3. Duties of the Director of Graduate Studies shall be in accordance with responsibilities outlined by the Graduate School and include:
a) Act as the Department Chair Designee in the absence of the Department Chair for non-personnel related issues. In the absence of the Department Chair, the Dean will act on personnel-related issues.

b) Chair the Graduate Committee.

c) Review and recommend Department’s policies regarding research and travel funding, admission, periodic review, and approval for graduation of all graduate students in the Department.

d) Organize and conduct doctoral student annual review.

e) Oversee graduate student progress and performance, including degree certification.

f) In coordination with the Director of Undergraduate Studies, Area Heads, and/or appropriate course directors (COM 1010, COM 3300) make recommendations to the Chair for the scheduling and staffing of graduate classes and Graduate Teaching Assistants department-wide.

g) Coordinate Department graduate admission, recruitment, and retention initiatives.

E. Director of Undergraduate Studies

1. The Department Chair shall appoint an Academic Services Officer (ASO) to serve as the Director of Undergraduate Studies for the Department.

   a) The Department Chair may elect to conduct a review of the Director of Undergraduate Studies in accordance with WSU-AAUP-AFT guidelines.

2. In the absence of an Academic Services Officer position, the Director of Undergraduate Studies may be appointed for a three-year term from the full-time faculty.
a) The Department Chair may elect to conduct a review of the Director of Undergraduate Studies during their term in accordance with WSU-AAUP-AFT guidelines.

3. The duties of the Director of Undergraduate Studies shall include:
   a) Chair the Undergraduate Committee.
   b) In coordination with the Director of Graduate Studies and Area Heads, make recommendations to the Chair for the staffing and scheduling of department-wide undergraduate courses.
      (1) Exceptions:
         a) COM 1010 sections, which are scheduled and staffed by the Basic Course Director.
         b) COM 3300 sections, which are scheduled and staffed by the Director of the Business Communication Course.
   c) Coordinate Department undergraduate recruitment initiatives.
   d) Lead the Department retention efforts as coordinated by the Advisors.
   e) Coordinate departmental assessment.
   f) Other duties as assigned by the Department Chair.

F. Additional Department Program and Course Directors include:
   1. Directors of Forensics and Debate
   2. Basic Course Director (COM 1010)
   3. Director of the Business Communication Course (COM 3300)
   4. Director of the Journalism Institute for Media Diversity
   5. Director of Undergraduate Public Relations Program

III. ARTICLE III: MEETINGS

   A. Department meetings shall be held a minimum of three times per semester in the fall and winter semesters, with an announced agenda distributed at least three days in advance.
B. A calendar of meetings for the semester shall be announced at the beginning of each semester.

C. The President of the Communication Graduate Student Association or their designee shall serve as a non-voting member at meetings.

D. Part-time faculty are welcome to attend as non-voting members unless otherwise stated.

E. The quorum necessary for the Department to conduct business shall be 50 percent of the eligible voting members who are not on sabbatical and/or out of residence for the term in which the meeting occurs. Members who are on sabbatical leave may actively participate in meetings.

F. Departmental policies and procedures shall be decided by a simple majority of the voting members in attendance or by proxy.

G. Items for the agenda of each regular department meeting may be submitted to the Department Chair electronically at least one week in advance.

H. In order to be eligible for final action, any item of policy must have appeared on the announced agenda for the meeting.

I. The authority in all issues concerning parliamentary procedure not specified by these Bylaws shall be Robert’s Rules of Order.

J. Voting for elected positions and committees shall take place during the last faculty meeting of the year for appointments beginning the subsequent academic year. Voting will take place by secret ballot, either paper or electronic, listing all eligible nominees.

K. Proxies will be accepted for issues that require a vote; however, they must be in writing and no voting member of the Department may carry more than one other member’s proxy.

IV. ARTICLE IV: STANDING COMMITTEES

A. Policy Committee

1. Membership - Department Chair (committee Chair), Director of Graduate Studies, Director of Undergraduate Studies, two representatives from each Area (as defined below), and a graduate
student representative from Communication Graduate Student Association Executive Board who will participate without vote.

a) One Area representative will be the Area Head.

b) The other representative from each Area will be elected with due regard for appropriate representation between tenured, tenure-track, and non-tenure-track faculty.

(1) This representative is elected from the faculty as a whole for a staggered three-year term. The Department Chair will solicit a slate of nominees prior to the last faculty meeting of the year for appointments beginning the subsequent academic year, to ensure equitable inclusion and diversity. The slate is presented during the last faculty meeting of the year for appointments beginning the subsequent academic year.

(2) To ensure staggered terms, initial election for this committee will be for:

(a) a one-year term for the Communication Studies representative,
(b) a two-year term for the Journalism representative,
(c) a three-year term for the Media Arts representative.

(3) Vacancies are to be filled as necessary to complete the balance of the original term.

2. Duties

a) Advise and assist the Department Chair with developing and implementing Departmental policies and procedures as they relate to Departmental academic standards, curriculum development, student services, fundraising, and facilities.
b) Review faculty search requests to recommend to the Department Chair.

c) Ensure the diversity and inclusion of search committees.

d) Review policies and procedures for the hiring and promotion of part-time faculty per the PTF union contract.

e) Address non-personnel department complaints and other issues as needed.

3. Policy Committee meetings are open to all voting members of the Department.

4. The Policy Committee shall forward all proposals requiring Departmental approval to the faculty at least one week prior to voting at a faculty meeting.

B. Promotion and Tenure Committee (P&T)

1. The Promotion and Tenure Committee shall be responsible for evaluating and making recommendations to the Department Chair concerning all applicants for promotion (lecturers) or promotion and tenure (tenure-track faculty), and will operate in accordance with the provisions of the current WSU-AAUP-AFT agreement.

2. The committee consists of:

   a) All represented tenured members of the faculty, except those serving on either the college or university committees responsible for promotion and tenure (who may attend the committee meetings without vote), will be elected to the P&T committee.

   b) The Department Chair, who chairs the committee without vote.

3. The Committee selects a representative to sign the letter and present the Committee’s recommendations to the College Promotion and Tenure Committee. [contract]
4. The candidate retains the right of access to documents in their personnel file as specified in the WSU-AAUP-AFT contract. [contract]

5. A two-thirds vote of the eligible membership of the committee shall be required for a recommendation for promotion and/or promotion/tenure.

6. No member of the committee shall participate in a recommendation to a rank higher than their rank.

7. No person who is being considered for promotion or tenure may participate in committee deliberations on their case.

8. The Promotion and Tenure committee will also evaluate applications for sabbatical leave. [contract]

C. Faculty Salary and Budget Advisory Committee (SBAC)

1. Three tenured faculty shall be elected by the faculty each fall semester.

2. Two other members of the faculty—at least one of whom must be an untenured faculty member or a multi-year lecturer, unless all such persons decline to serve—shall be elected in a manner that ensures each Area at least one representative on the committee.

3. One academic staff member with ESS shall be elected to serve a three-year term as part of the Budget Advisory Committee. They shall recuse themselves from discussions related to Faculty Salary (revision approved 4/6/2021).

4. The Department Chair or their designee shall chair the committee with vote in accordance with the most recent WSU-AAUP-AFT contract.

5. No person who is being evaluated may participate in committee deliberations on their case.

6. Responsibilities:
   a) Evaluates the performance of all faculty on full- and half-time assignments and advises the Department Chair on selective salary adjustment.
   b) Makes recommendations for improvement when a faculty member falls short of expectations in research, teaching and/or administrative/University service.
(1) When the committee concludes that a faculty member has been consistently performing in scholarly/creative activity and/or teaching at a level that is substantially below the unit's factors and norms, it may recommend the establishment of a peer-mentoring faculty improvement committee to the Department Chair.

c) Evaluates the effectiveness of faculty improvement committees. [all the above responsibilities are contractual for this committee]

d) The committee shall be the first check in the hiring procedure.

   (1) The person who is making the hiring decision shall forward the requisite materials (letters of recommendation, application, etc.) to the SBAC before the final interview.

   (2) The SBAC shall review the materials to ensure the applicant meets the minimum requirements for hiring.

   (3) The SBAC shall make recommendations for the hiring of the applicant to the Department Chair.

e) Discusses with the Department Chair the initial salaries of prospective members of the department. [contract]

f) Advises and makes recommendations to the Department Chair regarding budgetary matters.

7. At the request of the SBAC, the Department Chair will make available on a quarterly basis any accounting reports that may be needed to enable the budget advisory committee to provide consultation to the unit administrator about unit budgetary priorities. [language taken from the contract]

D. Graduate Committee
1. **Membership** - Director of Graduate Studies (committee Chair), the instructor(s) for COM 7000, the instructor(s) for COM 8000, the Graduate Advisor, and an elected full-time faculty representative from each Area. A Graduate Student Liaison, elected by the Communication Graduate Student Association, represents the graduate students at meetings but does not vote. All Graduate Committee meetings are open to all voting members of the Department and CGSA representatives or their designees, as appropriate, without a vote.

2. **Duties**
   a) Determine policies for and make decisions on graduate admissions.
   b) Coordinate assessment of all graduate programs.
   c) Assign graduate teaching/research assistantships and fellowships.
   d) Coordinate and implement graduate recruitment efforts and provide coverage for university recruitment events.
   e) Evaluate new graduate course proposals from the Areas or from individuals.
   f) Recommend to the faculty graduate curricular changes that extend beyond a single course.
   g) Organize graduate orientation program, colloquia, social events, and professional seminars.

E. **Undergraduate Committee**

1. **Membership** - Director of Undergraduate Studies (committee Chair), Director of Journalism Institute for Media Diversity, COM 1010 Basic Course Director, COM 3300 Business Communication Course Director, an elected full-time faculty representative from each Area, a Graduate Student Liaison as selected by CGSA, and the Department Undergraduate Academic Advisors.

2. **Duties**
a) Coordinate undergraduate program assessment.
b) Oversee the ongoing development and needs of the New Media Minor.
c) Manage the undergraduate departmental honors program.
d) Rule on educational adjustment petitions.
e) Coordinate and implement undergraduate recruitment efforts and provide coverage for university recruitment events.
f) Vet new undergraduate course proposals from the Areas or from individuals.
g) Recommend to the faculty undergraduate curricular changes that extend beyond a single course.

F. Technology Committee

1. Membership – Media Arts Equipment Room Supervisor as designated by the Department Chair, an elected full-time faculty representative from each Area, and a Graduate Student Liaison as selected by CGSA. The Chair of this committee will be elected from its membership annually.

2. Technology includes but is not limited to: teaching, laboratory, and conference spaces; office equipment; software needs; infrastructure support; video, audio, and other electronic equipment needed for field production and in the television studio.

3. Duties
   a) Coordinate with CFPCA and University C&IT for the implementation of online learning tools.
   b) Identify technological areas of concern involving current and future technological needs as they relate to teaching, research, and service of concern involving through an annual survey of faculty and staff.
   c) Review facility recommendations and course material fees for approval by the Chair.
d) Make recommendations to the Department Chair and assist in the preparation of annual funding requests for spending and appropriations of equipment.

e) Facilitate requests for equipment and supply purchases to administrative personnel.

G. Scholarships & Awards Committee

1. Membership - Directors of Graduate Studies, Undergraduate Studies, Journalism Institute for Media Diversity, Forensics & Debate, and Undergraduate Public Relations Program (or their designees); a full-time faculty member from each Area; an Academic Advisor; and an ex-officio Administrative Assistant to aid with coordination. The Department Chair attends as an ex-officio member. The chair of this committee will be elected from its membership annually.

2. Duties

   a) Review all scholarship Memorandum of Agreements (MOAs) to ensure scholarship processes are conducted in accordance with the agreements.

   b) Review all scholarship applications requiring departmental review in a timely manner.

      (1) When MOAs dictate a different review body, the scholarship committee shall defer review and selection to those review committees as stipulated.

   c) Vote on recipients based on scholarship MOAs.

   d) Process and notify award winners (to be handled by ex-officio Administrative Assistant).

   e) Compile list of university, college, and external awards for faculty (full- and part-time), academic staff, and students.

   f) Solicit award nominations from members of the Department and the Department Chair.
g) Compile award nomination packets and letters of recommendation as required by the award requirements.

H. Events Committee

1. Membership - Two faculty members from each Area, a Graduate Student Liaison as selected by CGSA, and an ex-officio Administrative Assistant to aid with coordination. The chair of this committee will be elected from its membership annually.

2. Duties

   a) Establish an annual events calendar to ensure that Department events do not overlap and are inclusive of all faculty, staff, and students.

      (1) At present, Department events include: Allesee, Brock Lecture, Graduate Recruitment Day, Graduate Student Orientation, Holiday Party, Internship Fair, Ofield Dukes, PRSSA recognition, Speech & Debate Awards Ceremony, Spirit of Diversity, Summer Doctoral Seminar, Undergraduate Student Orientation, and the Lambda Pi Eta Induction and Departmental Awards Presentation.

   b) Coordinate subcommittees for events as needed.

      (1) Some events require extensive Area- or Program-specific involvement and knowledge. In these cases, the appropriate Areas or Program must be heavily involved in the planning of the event. These events include:

         (a) Allesee (required involvement of MAS Area Head or designee)

         (b) Internship Fair (required involvement of the Internship Coordinator)
(c) Graduate events (required involvement of the Director of Graduate Studies)

(d) Speech and Debate Awards Ceremony (required involvement of the Directors of Forensics and Debate)

(e) Spirit of Diversity (required involvement of the Journalism Area Head or designee)

(f) Public Relations Student Society of America (PRSSA) recognition (required involvement of the PRSSA Director or designee)

c) Execute event logistics.
d) Identify opportunities for new collaborations (e.g., a Department end-of-the-year awards ceremony).
e) Identify means for increasing student accessibility to, and participation in, Department events.

I. Basic Course Committee

1. Membership—COM 1010 Basic Course Director (committee chair), at least one full time faculty member appointed for a three-year term, and at least three graduate student or part-time faculty appointed for one-year terms, one of whom should be the Assistant Basic Course Director.

2. Duties

   a) Advise the Communication 1010 Director on matters relating to COM 1010 including text selection and instructional issues, as well as administration and oversight of the oral competency exam and the final exam for COM 1010.

J. Ex-Officio Members of Committees

1. Part-time faculty shall be appointed as ex-officio members of standing committees when it is deemed appropriate by the Department Chair.
K. All voting members can opt-out or self-nominate for standing committee assignments.

V. ARTICLE V: Communication Graduate Student Association (CGSA)

1. The Communication Graduate Student Association shall represent graduate student interests, primarily the educational and career goals of its membership, through collaborative efforts with departmental faculty, staff, and alumni intended to promote and support excellence in graduate student teaching, research, service, and learning. [language taken from CGSA Constitution]

2. The CGSA shall abide by their Bylaws in accordance with the Department of Communication Bylaws.

3. CGSA Bylaws, Constitution, and Policies & Procedures shall be in accordance with university, college, and departmental governing documents.

4. Only CGSA may amend their governing documents and rules.

5. The CGSA shall consist of all Communication Graduate Students currently enrolled at Wayne State University.

6. The CGSA shall be led by a minimum of four executive officers: The President, Vice President, Treasurer, and Secretary.
   a) The role of each position is outlined in the CGSA Constitution.
   b) Any other executive positions shall be created based on the needs of the CGSA.

7. The President shall serve as the primary point of contact between CGSA and faculty, staff, and alumni concerning CGSA responsibilities or potential responsibilities, opportunities within the department, policy changes, and any other departmental concerns that impact, or potentially impact, Communication graduate students.

8. The President, or a presidentially appointed representative, shall serve as a non-voting member in departmental faculty meetings.
9. Graduate student representatives for departmental committees shall be communicated with CGSA. CGSA may not restrict anyone from joining one committee, but CGSA has the power to restrict a student to one committee if there are other students willing to serve who are not already on a committee.

10. The Director of Graduate Studies is the permanent advisor for CGSA.

   a) The DGS will remain in a purely advisory role: they have no powers of decision for CGSA.
   b) If CGSA finds the DGS to be unsatisfactory in their role as advisor, the CGSA Executive Board may elect a temporary advisor until a new DGS is selected by the department.

VI. ARTICLE VI: AD HOC COMMITTEES

   A. The Chair of the department shall convene ad hoc committees as they deem necessary. Members shall be appointed by the Chair.

   B. In accordance with The Office of Equal Opportunity, ad hoc search advisory committees should:

      a) Be comprised of individuals who have a variety of perspectives and a commitment to diversity.
      b) Include people of color, women, and individuals with disabilities, whenever possible.
      c) Ensure that all candidates are considered equitably throughout the process.
      d) Maintain confidentiality throughout the process and refer all inquiries to the chair of the search committee or their designee.
      e) To ensure the inclusion of diverse perspectives, search committees will ask for written feedback about each candidate and all faculty and students will have opportunities to interface with candidates throughout the process.
C. Any additional committee will be established as an Ad Hoc Committee,
and if the work of the committee requires a standing committee, action
will be taken by the faculty to amend these Bylaws to establish such a
standing committee.

VII. ARTICLE VII: AMENDING THE BYLAWS

A. An ad hoc Bylaws Review Committee shall be convened by the
Department Chair when deemed necessary or no later than five years after
the date of the approval and adoption of the bylaws.

1. The Department Chair shall appoint a chair and committee
   members.

2. This committee will include the chair of the committee, at least one
   academic staff, at least one Graduate Student Liaison, and at least
   two members of the faculty, with representation across Areas.

3. The Bylaws Review Committee shall make recommendations to
   the voting members of the Department for amending the Bylaws.

4. The Dean of the College shall review and approve such periodic
   bylaws revisions under the terms of this article.

B. Other amendments to the Bylaws may be proposed at a regular
Departmental meeting, provided that such an amendment is put in writing
on the meeting agenda and distributed to the faculty.

1. Discussion of the proposed amendment shall take place at that
   Department meeting.

2. Following the discussion and in accordance with Robert’s Rules,
   adoption of the amendment shall require a favorable vote by two-
   thirds of voting members present or by proxy.
Addendum

To: Lee Wilkins
From: Karen McDevitt, Kim Piper-Aiken, Bill Warters, Shelly Najor, Stephanie Tong
Date: February 17, 2015
Subject: Peer Evaluation of Teaching Proposal

General Principles: Peer Evaluation of Teaching is a formative, non-punitive process; colleagues assist colleagues by evaluating teaching approaches/course content. Its primary goal is to enhance student success through improved teaching effectiveness; the process may also enhance each faculty member’s professional development.

Timeline: Evaluations should be completed by the end of the academic year, every third year from date of hire. Although all faculty members are on a three-year evaluation rotation, individual faculty members may request and schedule additional evaluation(s) at other times during that rotation.

Selection of Evaluators: Those faculty who are not in a peer evaluation year will be designated as evaluators. Evaluators are not required to do more than two observations and evaluations in a single academic year. At the first Fall semester faculty meeting, the academic service officer will provide the list of (a) faculty members to be evaluated and (b) eligible evaluators for that year. After these lists are circulated, the faculty members being evaluated will select available evaluators.

The evaluation process should consist of the following steps:
1. Pre-Observation Consultation: The peer evaluator and faculty member being evaluated will schedule one pre-observation consultation meeting to discuss: (a) how the observed class that is going to be visited fits into the syllabus, (b) what are the goals of the class, (c) what happened in the previous class, (d) what have students done to prepare for the observed class, (e) what methods and strategies will be used in the class being observed.
   a. Suggested general course content/material to be provided and discussed during the pre-observation consultation meeting are:
      Course goals/learning objectives; instructor knowledge (content currency/accuracy); instructional methods and materials (syllabus, packets, texts, tests, handouts, media, etc.); Assignments, grading criteria (including amount/level of critical thinking, time, and effort required to complete assignments); information from other sources (i.e., previous SETs, etc.)

2. Class Visits & Observations: The peer evaluator and faculty member being evaluated will coordinate the time and date of the class to be observed during the pre-observation consultation. Each evaluator must perform at least one classroom observation.
   a. In the interest of fairness, accuracy, and validity, the same tools should be implemented by all evaluators (see attached evaluation forms).
3. Post-Observation Feedback: The peer evaluator should provide to the faculty member being evaluated a copy of the evaluation forms for the (a) course material/content review and (b) observed classroom visit. The evaluator must provide this feedback within two weeks following the class observation. The faculty member being evaluated may request an additional follow up meeting to discuss any of the evaluator’s feedback.

4. Peer evaluators will be required to inform the chair that the peer evaluation process has been completed and the completion date. No other information will be available or required. Although peer evaluations will not be a required part of either the Promotion and Tenure process or the annual Selective Salary process, individual faculty members can use the results in their personal materials for either process.

Classroom Observation (classroom, online space, rehearsal area, studio, lab, or related teaching site)

Course________________ Instrucor________________________ Date________________

Place a check in the box corresponding to your responses to each statement then answer the questions below.

<table>
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<tr>
<th>Statement</th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Basic</th>
<th>Not Applicable</th>
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<tbody>
<tr>
<td>1. Was well prepared for class</td>
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<td>2. Was knowledgeable about the subject matter</td>
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<td>3. Was enthusiastic about the subject matter</td>
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<td>4. Spoke clearly, audibly, and confidently</td>
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<td>5. Used a variety of relevant illustrations/examples</td>
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<td>6. Made effective use of board and/or visual aids, if appropriate</td>
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<td>7. Asked stimulating and challenging questions</td>
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<td>8. Effectively held class’s attention</td>
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<td>9. Achieved active student involvement</td>
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<td>10. Treated students with respect</td>
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What worked well in the class? (Continue on back, if necessary)

What could have been improved?  (Continue on back if necessary)
Other comments: (Continue on back if necessary)

Peer Evaluator: ________________________________ Date: __________________

**Course Content/Material**

Course ___________ Instructor __________________________ Date ___________

Place a check in the box corresponding to your responses to each statement then answer the questions below.

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<tr>
<th></th>
<th>Exemplary</th>
<th>Proficient</th>
<th>Basic</th>
<th>Not Applicable</th>
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<tr>
<td>1. Course content includes the appropriate topics</td>
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<td>2. Course content reflects the current state of the field</td>
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<td>3. Course learning objectives are clear and appropriate</td>
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<td>4. Course policies and rules are clear and appropriate</td>
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<td>5. Lecture notes are well organized/clearly written, if involved.</td>
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<td>6. Supplementary handouts and web pages are well organized and clearly written, if involved.</td>
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<td>7. Assignments are consistent with learning objectives and appropriately challenging</td>
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<td>8. Tests are consistent with learning objectives</td>
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<td>9. Tests are clearly written and of reasonable length</td>
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<td>10. Students demonstrate satisfaction of learning objectives</td>
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What are the strengths of the course materials? (Continue on the back, if necessary)

What could have been improved? (Continue on the back, if necessary)
Other comments: Continue on the back, if necessary)

Peer Evaluator: ____________________________ Date:_______

**Exemplary Level:** The instructor is a leader who exhibits knowledge and expertise of the concepts of the curriculum and content. The instructor demonstrates a high quality approach to teaching that is shared and modeled to the students both formally and informally through implementation of best practice in instruction, and in the educational environment.

**Proficient Level:** The instructor clearly understands the concepts and has knowledge of the curriculum and content. Demonstrates instructional skills that are effective and consistent, including the use of various instructional strategies and activities for learning, and utilizes self-reflection for future development.

**Basic Level:** The instructor understands the concepts of the curriculum and content. Instructional skills are intermittent, or not always successful. Continued development of effective instructional strategies and activities for improved teaching/learning is recommended.