Peer Evaluation Procedure

Mechanical Engineering-Engineering Mechanics Department

Design and Dynamic Systems Area (DDS)

- Classroom Observation -

The Design and Dynamic Systems Area of the ME-EM department seeks a peer evaluation process that emphasizes collegiality and honesty in an effort to evaluate the in-classroom teaching experience provided by each instructor. Key aspects of the peer evaluation process will be as follows:

1. Peer evaluations will be conducted at least once every other year for each individual teaching a course.

2. Assignments of evaluators and evaluatees will be made within the DDS Area at the beginning of the Fall Semester. The Area Director will oversee this process.

3. Each faculty member will be both an evaluatee and an evaluator every year evaluations are performed.

4. The evaluatee and evaluator will coordinate at the beginning of the semester to determine which lecture the evaluatee prefers the evaluator to evaluate. The evaluatee is provided this option to choose which lecture they feel will provide an accurate environment/topic for evaluation. Additionally, the evaluator will select one additional lecture to evaluate on their own.

5. The evaluator will fill out the ME-EM Classroom Observation Report and provide it to the evaluatee. The evaluator will not share the report/feedback with anyone else. The evaluatee is free to share evaluation with others if they wish.

6. The evaluatee and evaluator will have a debriefing meeting shortly after the classroom visits. The environment in which this discussion takes place is up to the evaluator and evaluatee to decide.

7. The evaluator will inform the Area Director when they complete their evaluation and debrief. The Area Director will ensure that all members of the area participate in the peer evaluation process and report the 100% participation rate to the Executive Committee at the end of the academic year.

Peer Evaluation Procedure

Mechanical Engineering-Engineering Mechanics Department

Energy and Thermal Fluids Area (ETF)

- Area Meeting Presentations -

During its meeting on January 10, 2017, ME-EM's ETF Area agreed upon the peer evaluation process reported here. This process addresses MTU Senate policy (see attached) and is within the guidelines set by the ME-EM Executive Committee and the ME-EM Chair. The implementation of the process will take place over the academic year beginning fall 2017 – but over subsequent years; the ETF Area can change or modify this process. The process will consist of:

1. Peer evaluation of each ETF faculty – for at least one course taught by the faculty over the current or previous academic year – is to take place once every two years.

2. ETF Area will conduct, as a group(s), a faculty's peer evaluation following a 10-minute (or less) presentation by the faculty. For the presentation, the faculty person will upload, at a bare minimum, the syllabus (with course-content descriptions) of his or her course on the ETF area's shared folder: **M: >ETF_Teaching_Archives>Peer-Evaluation.** The evaluation feedback will be on: (i) the appropriateness of level, content, and relevance of the course(s) taught by individual faculty member and (ii) constructive feedback (based on shared experiences) on course development and teaching improvement.

3. The area director – in consultations with the area – will schedule the presentations such that they meet time-lines set for completion of the process for a given academic year. Approximately half of the ETF faculty will go through this process during any given year and the remaining will go through the peer review process over the subsequent year. Every two years, a new set of schedules will be established for the subsequent two years. An effort will be made to cluster the peer reviews in groups such as: (i) required undergraduate courses and related Senior Electives, (ii) Senior Elective courses and related graduate courses, and (iii) graduate courses.

   If more than one faculty has taught a course, all faculty presentations related to that course are to be scheduled, to the extent possible, during a single ETF area meeting day that is scheduled to cover the peer-evaluation of that course. This will also facilitate the feedback process on "best practices and pitfalls" for that course. The time allocated for discussions, in case of "multiple faculty presentations for the same course," is however reduced to 5-10 minutes. Following all the individual presentation; there will be a 10 -15 minutes of discussions for that course.

4. Each peer-evaluated faculty is responsible for evaluating and taking note of the feedback given to him or her. It is also the individual faculty's responsibility to decide on how to or whether to report the area's peer-evaluation feedback into annual vita update on "Digital Measures." The ME-EM Chair is not to see this evaluation unless a faculty member decides to put it in the latest version of "Digital Measures." Once in *Digital Measures*, go to "Faculty Narrative" (under "General Information") and then click on "+Add New Item" on the upper right hand corner of the screen, a set of sub-items will be seen. Make sure, the "Academic Year" sub-item is filled along with the narrative – which is to be placed in "Summarize Peer Teaching Evaluations" sub-item.

Peer Evaluation Procedure

Mechanical Engineering-Engineering Mechanics Department

Manufacturing and Industrial Area (M/I)

- Classroom Observation -

The Manufacturing Area seeks a peer evaluation process that builds collegiality and trust amongst the area members while working together to improve the teaching of manufacturing and other ME courses. Key aspects of the peer evaluation process will be as follows:

1. Assignments of evaluators and evaluatees will be made within the area at the beginning of the academic year. The area director will oversee.

2. Each faculty member will be an evaluatee at least once every other year and an evaluator at least once every other year.

3. The evaluatee and evaluator will coordinate at the beginning of the semester to select a day or possible days for a visit. The evaluatee may wish to select particular days or exclude particular days (such as days that students are working on their own) so that they get feedback that is most valuable to them.

4. The evaluatee will indicate if they want to get a written record of the feedback.

5. The evaluatee and evaluator will have a debriefing meeting shortly after the classroom visit. The evaluator will arrange a social setting for this and buy the coffee, beer, lunch, etc.

6. The evaluator will not share the feedback with anyone else. The evaluatee is free to share a written evaluation with others if they wish.

7. The evaluator will inform the area director when they complete their evaluation and debrief. The area director will ensure that all members of the area participate in the peer evaluation process and report the 100% participation rate to the Executive Committee at the end of each academic year.

Peer Evaluation Procedure

Mechanical Engineering-Engineering Mechanics Department

Solid Mechanics Area (SM)

- Classroom Observation -

The Solid Mechanics Area (SM) of the ME-EM department seeks a peer evaluation process that builds collegiality and trust amongst the area members while working together to improve the teaching of Solid Mechanics and other ME-EM courses. Key aspects of the peer evaluation process will be as follows:

1. Peer evaluations will be conducted at a minimum on odd years during the Spring Semester.

2. Assignments of evaluators and evaluatees will be made within the SM Area at the beginning of the Spring Semester when the peer evaluations will be conducted. The Area Director will oversee.

3. Each faculty member will be an evaluatee at least once and an evaluator at least once every time the peer evaluations are conducted.

4. The evaluatee and evaluator will coordinate at the beginning of the semester to select a day or possible days for a visit. The evaluatee may wish to select particular days or exclude particular days (such as days that students are working on their own) so that they get feedback that is most valuable to them.

5. The evaluator will fill out the ME-EM Classroom Observation Report and present it to the evaluatee. The evaluator will not share the report/feedback with anyone else. The evaluatee is free to share evaluation with others if they wish.

6. The evaluatee and evaluator will have a debriefing meeting shortly after the classroom visit. The evaluator will arrange a social setting for this and buy the coffee, beer, lunch, etc.

7. The evaluator will inform the Area Director when they complete their evaluation and debrief. The area director will ensure that all members of the area participate in the peer evaluation process and report the 100% participation rate to the Executive Committee at the end of the academic year.

Peer Evaluation Procedure

Mechanical Engineering-Engineering Mechanics Department

Department of Mechanical Engineering – Engineering Mechanics Classroom Observation Report

Instructor observed: _____ Date of visit: _____

Approximate number of students present: _____ Course: _____

Observer: _____ Time / Room: _____

	N/A	Needs Improvement	Satisfactory	Excellent
1. Defines objectives for the presentation				
2. Open to student participation				
3. Uses class time effectively				
4. Demonstrates command of the subject matter				
5. Communicates clearly				
6. Makes visuals clear and legible				
7. Speaks clearly, audibly and at an appropriate pace				
8. Used a variety of relevant illustrations/examples				
9. Achieved active student participation				
10. Uses technology effectively				

Comments: