

To: Mathematics Department Tenure-Track Faculty
From: Jon Hasenbank, Personnel Committee Chair,
and Esther Billings, Unit Head
Cc: Donovan Anderson, Associate Dean, CLAS
Subject: W21 Class Visit Record Policy and Procedures for Mathematics Faculty



The adoption of [temporary personnel policies](#)¹ (“Temporary Policies”) for 2020-21 have raised questions about how the Mathematics Department’s normal process for peer evaluations of teaching will play out in Winter 2021. The Temporary Policies specify that if peer evaluation of teaching is a normal part of the tenure/promotion process, the results are to be used formatively and the unit should determine a process.² In addition, these evaluations may be used if requested by the faculty member being evaluated.³

This memo, which has been developed in consultation with the CLAS Dean’s Office, is meant to document the decisions that have been made for Class Visit Reports produced by the Math Department’s Personnel Committee in Winter 2021.

The Mathematics Department does have an approved process for peer observations for untenured faculty and for tenured faculty who are planning to go up for promotion in the next three years: the Class Visit Record (CVR) defined in Steps 4 and 5 and Appendix D of our [Procedure for Personnel Review of Tenure-Track Faculty \(v1.3\)](#)⁴ (“Procedures Document”).

The following procedures define the process of peer review that will be used in Winter 2021, and it defines how any Winter 2021 CVRs that are produced may be used for future personnel actions for eligible faculty.

Options for eligible faculty: Untenured faculty will need to choose between the following two options for Winter 2021. In addition, tenured faculty members who are considering going up for promotion in the next three years may request Option 1.

Option 1: An official Class Visit Record (CVR) for potential use in future personnel actions. This document would be considered supplementary, would only be placed in the portfolio at the request of the candidate, and would not be considered required unit materials. This CVR will be produced according to the Special CVR Procedures for Winter 2021 outlined below.

Option 2: A formative teaching dialogue with a member of the PC. No written record will be produced. The teaching dialogue may be based on a class visit or a recorded lesson, a course tour (e.g. for an online course), assessments or course projects, or other relevant aspects of the course.

¹ <https://www.gvsu.edu/provost/temporary-faculty-personnel-policies-for-academic-year-2020-229.htm>

² “If peer evaluation of teaching is a normal part of the tenure/promotion process, it should still be completed. However, for 2020 and Winter 2021, the results will be used formatively. Units should determine the formative process they will use.” (Temporary Policies, Evaluation of Teaching, Item B).”

³ “If a unit or college has an approved process for peer observations or evaluations (such as classroom visits), such evaluations may occur during winter 2021 and used in the future, if requested by the faculty member being evaluated.” (Temporary Policies, Planning Reports and Evaluation, Winter 2021, Bullet #3)

⁴ <http://gvsu.edu/s/1A8> (.pdf version of the Procedures Document)

Special CVR Procedures for Winter 2021: If a faculty member requests an official CVR (Option 1), the standard procedures for producing a CVR shall be modified as follows for Winter 2021:

1. After the PC member completes their observation according to the steps outlined in the Procedures Document, but before the PC writes up the formal CVR document, the observer and the candidate will debrief about the lesson.
2. During the debriefing, the observer will share their reflections on what they “thought was important or noteworthy about the class,” which may include “questions, issues, praise, or commentary” (Procedures Document, Appendix D) that the observer anticipates they might include in their Lesson Response portion of the CVR document if such a document were to be produced.
3. After this initial debriefing, the candidate will then decide whether or not they wish to have the PC produce an official written CVR for the lesson.
 - 3.1. If the candidate decides not to have a written CVR produced at this stage, the peer evaluation will revert to a formative teaching dialog (Option 2), and no written record will be produced. The candidate will not be penalized for making this decision.
 - 3.2. If the candidate decides to proceed with a written CVR at the conclusion of the debriefing conversation:
 - 3.2.1. The PC member and candidate, with input from the PC, will prepare the written CVR following the process defined in the Procedures Document.
 - 3.2.2. Upon completion, the PC Chair will attach a copy of this memo to the final signed copy, and the merged document shall be retained by the department for possible use in future reviews, at the candidate’s discretion, as provided in Step 4 of the Procedures Document.
 - 3.2.3. The CVR and attached memo will be included in future personnel actions only if requested by the candidate at the time of the personnel action. The candidate will not be penalized for choosing not to include a completed W21 CVR in a future personnel action.