

ART AND DESIGN EDUCATION, PRATT INSTITUTE

Procedures for Peer Observations and Evaluations  
(These procedures are taken, in part, from the Contract)

A Peer Review Committee shall be elected by the faculty of the Art & Design Education Department. Three faculty members with at least one semester of service in the Department will be eligible for nomination. Each year the PRC will elect a Chairperson from their ranks. Observations of classes and evaluations of course material will be made according to the attached criteria.

Observation/evaluation reports shall be in writing with copies given to the individual faculty member who shall have the opportunity to append or affix his or her comments. Observation/evaluation reports and recommendations concerning reappointment, promotion and/or tenure, shall be in writing and shall be forwarded to the Chair of the Committee; the Chair shall add her comments and copies of these reports and recommendations, and these shall be given to the individual faculty member involved who shall have the opportunity to append or affix his or her response. These recommendations will then be forwarded to the Department Chairperson.

Every observation will consist of a visit to a class scheduled at least three weeks after the beginning of the semester with two weeks notice to the faculty member being observed (in the event that a faculty member teaches two courses, the course to be selected would be alternated every year). The course should be observed by two members of the PRC. In the event that a PRC member is unable to appear for an observation, a substitute from the PRC may take his/her place.

The observations for those faculty members required to be observed by the Contract in use, will occur during the Fall semester. If they receive two negative observations, they must be observed again in the Spring. In the event that the faculty member to be observed fails to appear or that the class is canceled, the observation must be rescheduled within that week. If they receive two positive observations, all of their course materials will be evaluated by two members of the Peer Review Committee during the Spring semester according to the attached criteria.

## ART AND DESIGN EDUCATION

### CRITERIA FOR PROMOTION

The following criteria for teaching competence, contributions to the Department, the Institute, and profession will be used to evaluate candidates for full-time or CCE appointment:

- I. Teaching Competence:
  - A. Accomplishments as a classroom teacher for a variety of populations as viewed by both peers and students.
  - B. Ability to advise students in their coursework.
  - C. Ability to develop and change course content and teaching strategies in relation to student needs, contemporary problems, styles, movements, and research in art and education.
  - D. Familiarity with the professional literature.
  - E. Knowledge of public and private schools, museum and after school programs, and other educational settings in New York City.
  
- II. Contribution to the Department to the Institute:
  - A. Fulfills responsibilities and contributes to the ongoing functioning of the Department.
    1. Attends faculty meetings.
    2. Serves on Departmental committees.
    3. Maintains office hours.
    4. Does research for the Department when necessary.
  
  - A. Contributes to the life of the Institute.
    1. Attends special school events when appropriate, e.g., Portfolio Day.
    2. Assists, where possible, in recruitment efforts.
    3. Serves on Institute committees.
  
- III. Professional Service and Achievements:
  - A. Service to the community related to the profession.
  - B. Conferences/Presentations.
  - C. Publications--books, articles, criticism, etc.
  - D. Professional organizations--memberships, offices, committees.
  - E. Lectures at colleges and universities.
  - F. Exhibitions and reviews.
  - G. Grants and awards.
  - H. Curatorial work.
  - I. Juries for exhibitions.

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CRITERIA FOR TEACHING OBSERVATIONS:

The teacher:

1. demonstrates a broad knowledge of the subject.
2. projects enthusiasm, imagination, and interest in the subject.
3. designs a logical organization of class activities and provides a stimulating presentation of material.
4. facilitates student response and participation without dominating the class.
5. creates an environment which stimulates divergent thinking.
6. is fair, objective and sensitive to student needs and differing abilities.
7. is punctual and attends regularly.

The course materials:

1. conform to the catalog description.
2. contain a clear articulation of evaluation criteria, class assignments, course objectives and presentation methods.
3. show evidence of a meaningful relationship to other courses in the Department, i.e., reinforcing without redundancy.
4. are relevant, challenging, and up to date.
5. contain a variety of formats/structures which are directed to different learning styles, i.e., demonstrations, debates, charts, guest speakers, field trips.

ART AND DESIGN DEPARTMENT  
PRATT INSTITUTE

Peer Review Committee (PRC) Teaching Observation Report

Faculty Member Observed \_\_\_\_\_

PRC Observer \_\_\_\_\_

Course Title and Number \_\_\_\_\_

Date: \_\_\_\_\_ Time began: \_\_\_\_\_ to \_\_\_\_\_

The following observation will be based on the attached criteria. The observed faculty member shall affix his/her comments and response below. The report shall include a description of the observed class citing specific instances to support the commentary.

Observer \_\_\_\_\_

Observed Faculty Member \_\_\_\_\_

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Evaluation Conference

Teacher Observed:

Teacher Observer:

Conference Chair:

Class Observed:

Date:

ITEMS DISCUSSED

Signatures: