

PS&S Process

For the Reviewee

Starting a PS&S review.

- I. First download the forms. They currently reside at www.okbu.net/PSS/index.html
- II. Fill out the PS&S form
 - A. PS&S review chair
 - i. the chair of the review committee should be a current member of the PS&S committee
 - ii. if someone has already agreed to be your committee chair, indicate this on the form, if not, you can put your preferred choices.
 - iii. Fill in the other three members of your committee, they will need to agree to be on your committee first. Typically, at least one person from outside your area is chosen.
 - B. Peer Review selections
 - i. fill out the 10 faculty members you would like to have as peer-reviewers. These people will fill out a peer-review survey. Your dean will also select 10 people.
 - C. Return the form to the chair of the PS&S committee
- III. Meet with your review committee to schedule class observation times
- IV. Read the section below concerning student evaluations

For the Committee Members

1. Talk to the reviewee and the review committee chair and find out what course(s) you will be reviewing.
2. Schedule times to visit the faculty members' classes. It is important not to schedule observation times when a test is being given, etc.
3. You will perform two observations and write up your observations. Visit the PS&S site and download the relevant forms and instructions.
4. You will write up your observations as one file (covering both observations). Send this file to your review chair.
5. You will participate in a wrap-up session with the committee and the reviewee.

For the Review Committee Chair

1. You will meet or communicate with the other committee members and find out the course assignments.
2. Depending on the number of courses being reviewed, you may or may not observe a course
3. The committee members will e-mail you their observation files
4. Please send the observation files to the PS&S committee chair and set up the wrap-up session
5. You will send the wrap-up session notes to the PS&S committee chair.

Student Evaluations

Starting in the Spring of 2010, PS&S committee will try to do online student evaluations. To do this, the PS&S chair needs access to the course list of students.

1. The classes need to be informed what is taking place and that the survey is very important.

2. The chair of the PS&S committee needs to know which courses will be surveyed.
3. A month or two into the semester, the reviewee should schedule a time to meet with the PS&S committee chair to send the survey out to their students. Your review chair should explain to the class the purpose of these survey to encourage them to participate constructively.