

## PEER EVALUATION OF TEACHING

- The department chair oversees the department's peer evaluation of teaching process, in consultation with the Undergraduate Teaching Committee (which fulfills college expectations for a Peer Review of Teaching Committee). Each member of the faculty bears responsibility for requesting peer reviews of teaching and for ensuring that an adequate number of peer reviews is conducted for promotion review and other purposes. Each faculty member seeking promotion should view peer reviews as instruments useful in demonstrating that he or she has met the department's standards for excellence in teaching.
- The Undergraduate Teaching Committee (UTC) bears primary responsibility for assigning and conducting peer reviews of teaching. The UTC chair solicits requests for reviews during the first week of each semester and arranges reviews in response to those requests. The UTC Chair should assign reviews to members of the UTC and, if necessary to meet demand, to other members of the faculty.
- Peer reviews of teaching may be conducted on an informal or a formal basis. Each request for a peer review should specify whether an informal or formal review is desired. Informal reviews may be requested in any course. Reports resulting from informal reviews are not filed as part of the promotion dossier or personnel file. Formal reviews result in reports that become part of a faculty member's promotion dossier and permanent personnel file.
- Formal peer reviews should take the form of letters addressed to the chair and should include data about the course (instructor, course name and number, semester, date and time of class visitation, number of students enrolled and attending). Such reviews should be based upon class visitation and upon examination of the syllabus and other course material (including reading and writing assignments, handouts, examinations, class web site, and other technology- based teaching material). Such reviews should assess the instructor's style of pedagogy, quality of organization, command of material, clarity of presentation, and other relevant topics. The faculty member and the reviewer will arrange the time.
- Senior lecturers, adjunct professors and visiting faculty can request teaching reviews at any time. The chair also has the right to organize a teaching review of senior lecturers, adjunct professors and visiting faculty.
- Any lecturer, adjunct professor, visiting faculty and graduate student offering an online course for the first time must have the first offering evaluated by the UTC.
- Tenure-eligible faculty members are expected to request at least five peer reviews during semesters that they are on duty and teaching during the probationary period. Generally, such reviews should be distributed across a wide range of undergraduate courses, and must include General Education courses. College guidelines require tenure-eligible faculty to secure a minimum of five peer reviews during the probationary period;
- Tenured associate professors are expected to arrange a minimum of three formal peer reviews for their promotion dossiers. At least two of these reviews should be undertaken in the three years preceding a promotion review.
- Full professors should be evaluated once every four years.

- Senior lecturers and assistant professors must be peer reviewed by faculty at higher ranks. Associate professors may be reviewed by associate or full professors, although at least 50 percent of formal reviews must be written by full professors. Full professors should be evaluated by other full professors.
- Peer review of regional campus faculty should follow the expectations set at the regional campus.
- If peer reviews reveal problems or under-performance, the chair should meet with the instructor and suggest steps to improve teaching performance. The chair may require additional peer reviews in excess of the minimum numbers provided for in this policy. The chair may also require peer reviews of full professors whose teaching records reveal problems or under-performance.