

Peer Review of Faculty Teaching
Departmental Procedures
Department of Chemistry and Biochemistry
Approved: February 16, 1998
Revised: January 1, 1999, October 2, 2000, March 21, 2005, and December 6, 2010
(Approved by Dean August 1, 2012)

Teaching Evaluation Committee

- a. The department chair will appoint a departmental Teaching Evaluation Committee which will include one member from each division. The department chair will designate the committee chair.
- b. The Teaching Evaluation Committee will devise and from time to time revise a form to be used by review panel members to evaluate faculty teaching.
- c. For each faculty member to be evaluated, the Committee will appoint a review panel.
- d. The Committee will set time limits for completed panel action.
- e. The Committee will review panel reports concerning each faculty member evaluated and pass on reports to the department chair.

Composition of Review Panels

- a. The review panel for each faculty member being evaluated will consist of two members, at least one of whom must be from the division of the faculty member to be evaluated.
- b. At least one member of each panel must be a tenured full professor.
- c. The panel to evaluate an untenured tenure-track faculty member shall consist of tenured faculty only, including the individual's faculty mentor, and in so far as is practical shall retain the same members from year to year.

Frequency of Evaluation

- a. Assistant professors and untenured tenure-track faculty: annually and every time they teach a large course.
- b. Tenured associate professors: every other year.
- c. Tenured professors: every third year.
- d. Senior instructors: every third year.

- e. Lecturers, senior lecturers, instructors, adjunct, emeritus, temporary, and any other non-tenure-track faculty: each semester for the first two semesters, then annually.
- f. Tenured faculty determined by the Teaching Evaluation Committee to be having classroom teaching difficulties: annually.

Evaluation Process

- a. Before panel members make their classroom evaluation visits or view a current videotape, each panel member will review the course outline or syllabus, required texts, homework assignments, exams and any other teaching materials involved in the course.
- b. Each review panel member visits and observes one class session of the individual evaluation being evaluated and completes an evaluation form.
- c. Each review panel member visits a class on a different date. Dates for observation visits are arranged in advance between panel member and the individual being evaluated.
- d. Should videotapes of lectures for a current semester be available, the review panel may choose to view the tapes rather than make observation visits to the classroom.
- e. After each panel member has made a classroom evaluation visit, the panel meets with the individual being evaluated to review the conclusions of the evaluation.
- f. Since teaching performance is an important consideration in the tenure and promotion process, the panel evaluating an individual in a rank below full professor should be appointed to conduct their evaluation during a semester when the individual is teaching a large enrollment undergraduate class.

Evaluation Reports

- a. The panel gives copies of the completed evaluation forms, along with any additional written comments the panel may deem necessary, to the individual evaluated and to the Teaching Evaluation Committee.
- b. The faculty member under evaluation has the right to submit a rebuttal in response to the panel teaching evaluation report. The written response should be addressed to the department chair and be delivered to the chair of the Teaching Evaluation Committee no later than the last day of classes of the semester during which the evaluation has taken place.
- c. The Teaching Evaluation Committee notes completed panel action and passes the evaluation report on to the department chair.

The Evaluation Form
(Same as before.)