

Subject: Peer Review of Faculty

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POLICY

Peer review is a process mandated by the University as part of the requirements of performance funding. The purpose of peer review is to improve the quality of teaching in a department or college. Peer review is to be considered in the annual evaluation process conducted by the School Tenure and Promotion Committee and by the Director. Peer review will also be considered in the evaluation process that takes place at the time a faculty member submits her or her file for tenure or promotion.

PROCEDURE

A. All faculty, tenured and non-tenured, full-time, part-time, and adjunct will be reviewed, as follows:

1. Tenured: Once in the year before post-tenure review
2. Non-Tenured, Tenure-track: Once per year
3. Non-Tenure track, adjunct, & part-time: At least once every three years
4. Any faculty member may request an annual peer review

B. Each September the Director and the Chair of the School Tenure and Promotion Committee will:

1. Identify the faculty members to be reviewed that academic year
2. Appoint one or more reviewers for each identified faculty member to be reviewed. Reviewers must be members of the School Tenure and Promotion Committee.
3. The Director and the School Tenure and Promotion Committee Chair will notify reviewers and faculty to be reviewed of the appointments made.

C. Review Process

D. The instructor selects at least one typical class for review. This should include a normal, for that course, array of events. The reviewer(s)

should observe one or more standard classes, not one especially orchestrated for review.

- E. The instructor and appointed reviewer(s) will agree upon the time for the visit and the time for the reviewer to deliver the critique.
- F. Prior to the review, the instructor and reviewer(s) discuss goals and behaviors to be assessed. At least one week prior to the classroom visit, the instructor provides the reviewer(s) with the course syllabus and any other appropriate materials, including an outline of the materials and goals and objectives to be covered in the observed class or classes. The reviewer(s) thoroughly examines these materials prior to the classroom visit(s).
- G. The instructor should notify students about the visit and its purpose.
- H. Reviewers should adopt a warm, supportive and professional manner throughout the process of scheduling, observing, critiquing and reporting to the Director. In general:
 - 1. their comments should be descriptive of behaviors associated with stated objectives;
 - 2. they may identify areas for improvement;
 - 3. reviewers take the initiative in planning pre and post-visit conferences;
 - 4. reviewers should be present for an entire class; no partial observation may form the basis for the critique.
- I. Within seven days of the classroom visit(s) the reviewer(s) and the instructor meet and discuss the review. This discussion should take place in a private, comfortable location.
- J. When delivering the critique and issuing feedback, reviewer(s) should describe what they saw in relation to established goals and objectives for that class.

They should strive to issue clear and direct statements. Statements should be specific, concrete, and accompanied by examples. Both positive and negative critiques have

their place in peer review. The reviewer(s) should not feel compelled to find both positives and negatives in order to achieve some artificial or polite balance.

K. Instructors are advised to take an active role in the review process by accepting the review, performing self-evaluation, considering possibilities for change, resisting inclinations to act defensively, and by being open to describing problem areas in their teaching. This can be part of the discussion with the reviewer(s) prior to the visit.

L. Within two weeks of the visit, the reviewer(s) writes his/her observations and submits them to the Director. The observation report shall be based upon the specifics of the Classroom Visit Form (attached). In fact, the completed form may serve as the observation report.

M. Within two weeks of receipt of the written report of the reviewer(s), the Director synthesizes the comments of the reviewer(s) and presents them to the instructor. The instructor should place a copy of the reviewers' comments and the Director's synthesis in his/her annual review file.

O. A copy of the classroom visit form to be completed and signed by the reviewer(s) follows. This completed and signed form will be submitted to the Director.