<u>Peer Review of Teaching Procedure:</u>

Taken from report prepared by Teaching Committee and adopted by the WCBA Faculty in March 2002. For further information, refer to the College's "Peer Review of Teaching Policy". [Revised Spring 2015]

Timing of Reviews:

3-year reviews
Tenure decision, typically in the sixth year
Promotion
Post-tenure review every seventh year (every fifth year for non-tenured faculty)
Salary Pay Plan as part of P&T type packet (added 1/03)
Teaching awards
As requested by the faculty member or academic unit head concerned
about a faculty member's teaching

NOTE: Univ P&T Guidelines have added peer review as requirement and the Salary Pay Plan University Guidelines specify that the P&T guidelines should be followed.

An evaluation of a faculty member's teaching effectiveness is required at the above mentioned occasions and will be coordinated with other aspects of the faculty review process. In addition, a unit head may require more frequent peer reviews of any faculty member for whom there is a concern about teaching, and a faculty member may request a *summative* peer review.

A faculty member may request a *formative* evaluation of his or her teaching, either by peers or by trained teaching consultants. This is especially recommended for tenured faculty sometime in the seven-year interval between summative peer evaluations.

Composition of Committee:

Three faculty members, two from within the same department and one from outside the department, will be appointed by the unit head after consultation with the reviewee. At least one member must be selected by the reviewee. In addition, in consultation with the Director of the Center for Teaching, Learning and Assessment, the academic unit head will appoint an instructional designer to the review committee. The committee may have the same members and operate concurrently with another review committee.

The Associate Dean will appoint a committee for any academic unit head subject to review.

Method of Review:

Evaluate teaching quality in terms of significance of course content and pedagogical effectiveness through examination of the teaching portfolio and classroom observation (in-person or viewing of on-line materials for internet and Electronic Platform classes). The reviewee's annual teaching portfolio should be considered sufficient for the committee's non-classroom evaluation. If the teaching portfolio is deemed to provide inadequate evidence on the reviewee's teaching quality, the unit head can require the reviewee to revise the portfolio. The reviewee should be allowed to select the timing of the in-person classroom observation, subject to reasonable constraints. At least two of committee members must participate in the classroom observation.

The peer review committee will provide the reviewee with a copy of the peer review report and will provide the reviewee with the opportunity to meet with the committee and to respond to the draft report. After any meeting with the reviewee and/or receiving the reviewee's response, the committee will provide the unit head with a single report on the assessed quality of the reviewee. The reviewee may attach a response if he or she wishes. This report and any response will be included in the reviewee's personnel file.

Report Content:

A *summative* teaching evaluation is required, however there is no required format or checklist for evaluation. The report should address the following aspects of the reviewee's teaching performance.

1. mastery of course content
2. selection of course content
3. course organization
4. appropriateness of course objectives
5. appropriateness of course materials (such as readings, media)
6. appropriateness of evaluative devices (such as exams, written assignments, and reports)
7. appropriateness of methodology used to teach specific content areas
8. commitment to teaching and concern for student learning
9. student achievement

In addition, the report should provide specific suggestions for improving teaching where particular weaknesses are identified and indicate what resources are available for the reviewee.