

## **Procedures for Peer Review of Teaching Effectiveness**

and a sample copy of a Peer Review Instrument for  
[face-to-face courses](#) and [online courses](#)

### POLICIES GOVERNING PEER REVIEW

- 1) Unit codes can require peer review for any personnel action that involves an evaluation of a faculty member's teaching effectiveness.
- 2) A code unit that requires peer review for any personnel actions for which the Faculty Manual does not require peer review shall state this in their unit code and shall provide in their code criteria for reviews and their use.
- 3) Any full-time faculty member, whether fixed-term, tenure-track or tenured is eligible to undergo peer review training.
- 4) Any full-time faculty member, whether fixed-term, tenure-track or tenured who has undergone peer review training is eligible to serve as a peer reviewer, unless otherwise specified by the unit code.
- 5) Peer review instrument and procedures are to be used to assess and improve teaching;
- 6) Departments may use other instruments and procedures providing that they are approved by the appropriate vice chancellor.

Further, in accordance with the spirit of multiple evaluation procedures, the professor is recommended to supplement the results of the observations with any additional appropriate evidence of effective teaching such as portfolios, student evaluations, etc.

### TRAINING OUTLINE

- I. Observation/Documentation
  - A. Clarification of categories and items.
  - B. Methods of documenting what is observed.
  - C. Practice documentation.
  - D. Analysis of observed/documented behaviors.
- II. Conference
  - A. Pre-conference.
    1. Interview guide
    2. Scheduling
  - B. Post-conference.
    1. Interview guide
    2. Giving and receiving feedback
  - C. Faculty Development Plan.

## PROCEDURES FOR PEER OBSERVATION

- I. Two observers per observation.
  - A. One trained observer to be selected by the professor's department chair and/or personnel committee.
  - B. One trained observer selected by the professor.
  
- II. Selection of trained observers.

Unit Codes may contain guidelines regarding which faculty members can serve as a peer evaluator, based on the rank or title of the instructor evaluated and the purpose of the evaluation; however, all tenured faculty in a department shall have the opportunity to be trained and to be included in the pool of those available for peer evaluations.

- NOTES:
1. All observers must complete training.
  2. The most suitable observers are faculty who are attentive to details, highly organized and active listeners.
  3. Where possible the observers shall come from the department/discipline of the faculty member being observed.

- III. Observation cycle (minimum).
  - A. During the professor's first year – two observations with feedback.
  - B. During the professor's fourth year – two observations with feedback.
  
- IV. Observation procedures.
  - A. Pre-observation conference (observers and professor).
    1. Professor provides observers with copies of handouts and a list of materials to be used during class plus a current syllabus and any other pertinent information.
    2. Observer selected by professor provides a self-evaluation form to professor.
  
  - B. Schedule and course selection.
    1. Professor chooses the classes to be observed.
    2. Observers coordinate a date/time for the observation.
  
  - C. Post-observation conference (within 5 working days of observation with both observers).
    1. Go over observation and self-evaluation.
    2. Discuss strengths, any needs for improvements and search for strategies to improve.
    3. Write a Faculty Development Plan.