

## Department of Biology Policy and Procedures for Peer Review of Teaching

### I. Purpose of the Peer Review

The primary objective of the peer review process is for use in promotion and tenure decisions.

The secondary objective of the peer review is for the improvement of teaching.

### II. Faculty to be Peer-Reviewed

All Professors and Associate Professors holding rank as of spring 2009 are not required to be peer-reviewed.

Faculty hired after fall 2007 must be peer-reviewed in accordance with the schedule in Section III; and assistant professors holding rank as of spring 2008 must be peer-reviewed for promotion from associate professor to professor.

Any faculty member may elect to be peer-reviewed at any time.

### III. Schedule of Peer Review

#### Assistant Professors

The first peer review will take place during the 2<sup>nd</sup> or 3<sup>rd</sup> semester after hire. The results of the review will be distributed to the faculty member by the peer review committee.

The second peer review will take place between the 4<sup>th</sup>-6<sup>th</sup> semester after hire and the results will be used in future P&T decisions.

#### Associate Professors

Any Associate Professor wishing to apply for promotion to Professor must complete one peer review prior to application for promotion.

#### Courses to be peer reviewed

The Peer Review Committee and the candidate will determine which course or courses are to be reviewed and a schedule for the review.

### IV. Composition of the Peer Review Committee

#### 1<sup>st</sup> Pre-Tenure Review

The committee performing the first pre-tenure peer review of faculty will consist of 3 members of the P&T Committee agreed upon by the candidate and the Head of the Biology Department.

2<sup>nd</sup> Pre-Tenure Review

The committee performing the second pre-tenure peer review will consist of 3 members of the P&T committee agreed upon by the candidate and the Head of the Biology Department. In addition, during the second pre-tenure peer review all members of the P&T Committee may make an informal classroom visitation/observation at a mutually agreeable time.

Post-Tenure Review for Promotion to Professor

The committee used for post-tenure peer review of an Associate Professor applying for promotion to Professor will consist of 3 members of the P&T committee agreed upon by the candidate and the Head of the Biology Department. In addition, during the post-tenure peer review any member of the P&T Committee may make an informal classroom visitation/observation at a mutually agreeable time.

Optional Peer Review

The committee used for an optional peer review by a faculty member will be composed of 3 members of the P&T Committee agreed upon by the candidate and the Head of the Biology Department. The results of the peer review will be given to the candidate who has the option of including them in their Annual Activity Report and Action Plan.

V. Instruments to be used by the Peer Review Committee

The peer review committee will use two instruments in their review:

A. Classroom Observation

The peer review committee will use the attached document entitled “Reviewer Comment Sheet for Classroom Observations” during classroom observations.

B. Supporting Documentation

The supporting documentation provided by the faculty member being reviewed must be appropriate to the period under evaluation. Required components will include:

1. Syllabus
2. Name of Text with supporting information
3. Examples of Tests and Assignments
4. Personal Teaching Philosophy

Additional documents may be supplied at the discretion of the faculty member being reviewed.

## Reviewer Comment Sheet for Classroom Observations

### Comments

Knows Course Material	
Communicates Effectively	
Organization	
Imparts Interest in Subject	
Motivates Inquiry & Participation	
Treats Students with Respect	
Punctual for Class	
Is Prepared for Class	