

## College of Arts & Sciences Peer-Review of Teaching Policy

Departments are expected to develop peer-review of teaching procedures that are consistent with the college policy and recommendations from the Tennessee Teaching and Learning Center. In most units the procedures will include:

- Peer-review by a small committee of faculty members.
- One or more classroom observation for each course reviewed.
- Additional review of various course and teaching information, typically including, but not restricted to, end of course student evaluations, syllabi and other course materials, grade distributions, teaching philosophy, and interviews with current and former students. If the review includes courses commonly taught by multiple faculty, the review could include a comparison of grades on final exams and grade distributions.

Peer-reviews occur in at least 3 circumstances:

- Tenure and Promotion Cases: For tenure cases, at least **two** peer-review reports required. The *Manual for Faculty Evaluation* makes the following recommendation: "Normally, a peer evaluation will be conducted within a year of the faculty member's initial appointment and repeated after a period of several years but prior to review for tenure and/or promotion according to departmental bylaws." At least **one** peer-review is needed for promotion-only cases.
  - If desired, statements may be included from other colleagues who have visited the classroom or who are in good position to evaluate fairly and effectively clinical or field assignments or advising. Any such statements or letters should clearly indicate that they are **not** official peer-review reports.
  - Recommend that one of the two pre-tenure reviews occur prior to the enhanced retention review and the second in the year prior to dossier review.
  - Additional reviews may be desired to show improvement.
- Results of Annual Review: Should the annual review of a full professor indicate he or she falls short or falls far short of meeting expectations for rank in teaching, a peer-review of teaching should be conducted no later than the following term in which the person teaches. The results of this initial review may be used as a base against which expected improvements will be compared both from student survey and subsequent peer-review(s) of teaching.
- Request: A faculty member can request a peer-review of their teaching.