

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

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

For promotion, two reviews in different academic years are required.

III. Schedule of Peer Review

Lecturers and Assistant Professors

The first peer review will take place during the 2nd or 3rd semester after hire. The results of the review will be given to the faculty member by the peer review committee. The second peer review will take place in a subsequent academic year before promotion.

Associate Professors

Any Associate Professor wishing to apply for promotion to Professor must complete two peer reviews 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

The committee performing the peer review of faculty will consist of 3 full time biology faculty (no FTT) agreed upon by the candidate and the Head of the Biology Department.

Different faculty should be used for each committee.

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.

C. Deliverables

The peer-review committee shall provide a committee letter within two weeks to the faculty member for them to include in their promotion packet.

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	