

APPENDIX

ENGLISH DEPARTMENT POLICY ON PEER EVALUATION OF TEACHING

GENERAL PRINCIPLES GUIDING PEER EVALUATION

- 1.1 The English Department recognizes teaching as the instruction of students: the conveyance of knowledge and of the skills for acquiring knowledge of the disciplines represented in this department or in other areas represented as Instruction on the Flexible Work-Load Agreement.
- 1.2 The kind and the quantity of a faculty member's teaching responsibility shall be defined annually in the Flexible Work-Load Agreement (FWLA). The evaluation of a faculty member's teaching shall be made in terms of these agreements.

2 CATEGORIES OF EVIDENCE IN PEER EVALUATION

The English Department recognizes as evidence of achievement in teaching those categories of evidence listed in the ENGLISH DEPARTMENT PERSONNEL POLICY (sec. 4.a through 4.e).

3 GENERAL REGULATIONS GUIDING PEER EVALUATION

Peer evaluation is required in all personnel actions. All courses taught by English Department faculty are subject to peer evaluation. Direct observation of classes is required in all pretenure, tenure, and promotion cases; it is optional at the request of the reviewee for PBSI and post-tenure review cases.

4 PROCEDURES FOR DIRECT OBSERVATION IN THE CLASSROOM

The Department Chair's letter confirming pretenure, tenure, and/or promotional review will also notify the reviewee of the need for peer evaluation of teaching and will alert the reviewee to the official policies concerning peer evaluation. Arrangements concerning peer evaluation should be completed by the fourth week of a semester (or by mid-term in summer terms). Faculty requesting optional peer evaluation should be invited by the Department Chair to make such requests before the fourth week of the semester.

- 4.1 In the term when direct observation is requested, all of the courses the reviewee teaches shall be subject to observation. The reviewee and reviewers, in consultation with the chair of the department Personnel

Committee, will decide which of the reviewee's courses will be visited and the number of visits to be conducted. All courses taught by English Department faculty are subject to peer evaluation.

- 4.2 The Review Committee shall be composed of one member of the faculty recommended by the reviewee and one member selected by the department Personnel Committee from a list of five faculty recommended by the reviewee. The reviewee, Personnel Committee, and Department Chair shall consult with one another during this process.
- 4.3 At least one week before the beginning of direct observation, the department Personnel Committee will notify the reviewee, in writing, of the names of the persons making up the Review Committee.
- 4.4 Each member of the Review Committee shall visit at least two of the reviewee's classes at least once and not more than twice during the term in which direct observation is requested. The reviewee shall be notified at least one week in advance of the time and date of class visits.
- 4.5 After the visits have been made, each observer shall prepare his or her report within one week. The reports shall be sent simultaneously to the reviewee and to the department Personnel Committee. The direct observation reports shall become a part of the materials on teaching activity reviewed in the reviewee's next personnel action. The observers shall not discuss their reports with one another, the reviewee, the Personnel Committee, or the Department Chair until after their written reviews have been submitted.
- 4.6 The reviewee enjoys the right of rebuttal, and the department Personnel Committee shall not consider the Review Committee report until the reviewee has had an opportunity to respond. If there is a rebuttal, the Personnel Committee must consider the report and the rebuttal together in its evaluation of teaching. The chair shall do the same in presenting the chair's review.