

Number: ACAF 6.00 EE
Section: Academic Affair

Subject: Policy on Peer Evaluation of Teaching

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Policy for: Department of Electrical Engineering
Authorized by: _____
Issued by: Department of Electrical Engineering

I. Policy

All members of the faculty will periodically undergo peer evaluation of teaching.

Assistant Professors and untenured professors of any rank will receive summative evaluations once each year until successfully submitting their tenure and/or promotion file.

All other members of the teaching faculty will receive summative evaluations every second year. These may be used for any of the following purposes – annual evaluation, reappointment, promotion, tenure, post-tenure review, or nomination for a teaching award. Any person receiving an unsatisfactory evaluation (average score less than 2.0), will undergo additional summative evaluations once each semester until a satisfactory review is achieved.

Any member of the faculty can request a “formative evaluation” at any time. These evaluations will be shared only between the reviewer and the reviewee and are solely for the purpose of developing the teaching skills of the reviewee. Assistant Professors and untenured faculty of any rank are strongly encouraged to request a formative evaluation near the end of their first semester, and prior to their first summative evaluation.

II. Procedure

The Peer Evaluation of Teaching forms will be used as the basis for all evaluations. Each evaluation will consist of two parts – a classroom visit and an ex-postfacto review of teaching and assessment materials. The dates of classroom visits will not be known to reviewees.

Faculty undergoing peer evaluations shall keep copies of all relevant items for the ex-post-facto review at the end of the term. (Alternatively, if the same course has been taught in a previous semester, the content and assessment evaluation can be based on materials from the previous semester so that the review can be conducted at one time.)

Reviews will use the Definitions of Expectations and the rating forms defined by the department.

Reviewers will be appointed by the Department Chair, and shall consider the areas of expertise of both the reviewer and reviewee, especially with respect to course content. Where possible, a reviewed course shall be the one most often taught by the reviewee, and preference shall be given to repeated reviews of the same course in order to assess improvement.

Formative evaluations will be held in confidence between the reviewer and the reviewee. Summative evaluations will be kept in the permanent records of the department, and a copy will be provided to the reviewee.

Standards for Peer Evaluation data files:

Reviews will be submitted in the form of one pdf document, jointly approved by each of the two reviewers, that contains both portions of the review in the sequence “classroom” then “content”). The file name shall be of the following form:

RevieweeLastName-Year-CourseNumber.pdf example: Dougal-2013-403.pdf
Completed reviews will be stored in compliance with department data storage policies and procedures.

Glossary

Formative evaluations are performed for the purpose of influencing or advising the faculty member, with the aim to improve performance or to remediate problems.

Summative evaluations are performed for the purpose of rating performance for purposes such as tenure, promotion, or post-tenure review.