

PEER REVIEW OF TEACHING PROTOCOL
As part of Summative Review for Reappointment, Promotion and Tenure

May

Head or staff

- ◆ Identify faculty requiring peer review of teaching (PRT).

June

Head or chair of Teaching Committee

- ◆ Meet with candidate to review process.
- ◆ If needed, identify potential member of Teaching Review Committee.
- ◆ Identify what evidence of teaching practice is required from the candidate
e.g., Teaching dossier including a statement of teaching philosophy, course syllabi, teaching materials (Vista site, Course notes, Assignments, Exams)
- ◆ Request fall teaching schedule and appropriate dates for classroom visits when known.

End of August,
early September

Head or chair of Teaching Committee

- ◆ Identify 3, preferably 4, individuals to review teaching materials and observe classroom teaching.
- ◆ At least one peer reviewer needs to be external or have an arms-length relationship with the candidate.

Mid-September

Peer review of teaching committee

- ◆ Meet with candidate to confirm process.
- ◆ Candidate distributes teaching materials such as a teaching dossier (philosophy, syllabi, etc.).
- ◆ Arrangements are made for classroom observation at suitable times.
- ◆ Candidate identifies teaching concerns that the reviewers can focus on.

Early to mid October

Members of Peer review of teaching committee

- ◆ Observe teaching during classroom visits.
- ◆ Meet with candidate after observations, provide feedback, ask for clarification, if necessary.

Mid to end of October

Peer review of teaching committee

- ◆ Meet to compile review of teaching evidence, class observations, and student evaluations of teaching.
- ◆ Chair of peer review of teaching committee prepares report for the TPR committee or Head. (Contents of report may be shared with candidate.)

End of October

Head or assistant

- ◆ PRT report is added to evidence to be reviewed by the TPR committee, tenured faculty and Head.