

College of Arts and Science
Policy on Peer Teaching Observation and Annual Evaluation Process

In Fall 2019, the College of Arts and Sciences implemented a requirement that all Teaching Assistant Professors and Teaching Associate Professors, with **three-year or five-year contracts**, must receive an annual teaching evaluation and annual conference. Below are the approved minimum guidelines.

Annual Peer Teaching Observation for Teaching Assistant and Teaching Associate Professors

- A. At least one faculty member (tenured, tenure track or fixed term **at or above rank of individual being reviewed**) must observe at least one full class session annually. The department head or faculty designee will select the evaluator and inform the faculty member being reviewed.
- B. The department head will inform the faculty member being reviewed who will be conducting the teaching observation. The evaluator will coordinate course section and date of class observation with the faculty member being observed. Faculty being observed are encouraged to share their syllabus and any other relevant materials with the person observing them ahead of the class session.
- C. Each faculty member participating in a peer faculty teaching observation is required to write a report on the class session observed, employing the template, [Peer Faculty Teaching Observation Report](#). The final report is provided to the department head or faculty designee.
- D. The department head or faculty designee will share the teaching observation report with the faculty member evaluated at the time of their annual conference.

Annual Conference with Teaching Assistant and Teaching Associate Professors

Each year it is expected that the department head or faculty designee will meet with each teaching assistant professor or teaching associate professor holding three-year or five-year contracts. The annual conference should provide an evaluation of past performance as a teacher and university citizen, set goals for the next year and clarify expectations. During the conference, the department head or faculty designee will share the peer teaching observation report and discuss strengths and/or any areas for improvement. The department head or faculty designee must document this meeting in a written report that is shared with the faculty member. A copy of the report should be placed in the individual's personnel file.

The annual conference should be a time to offer guidance to the faculty member on ways to advance their careers. Some examples include access to training, competitive leave opportunities, available internal grants and awards, and availability of travel funds.

Each spring semester, the Dean's Office will send department heads an updated Annual Evaluation of Teaching Track Faculty form to report these annual conferences.

Note: Teaching Professors

At this time, the College is not mandating peer teaching and annual conferences for Teaching Professors. The College suggests that the department head or faculty designee meet with Teaching Professors to discuss and document progress in advance of the expiration of their contract.