Peer-review of teaching is a required element of the evaluation process for mid-tenure review, tenure, promotion, and merit-based awards. The candidate in the evaluation process is solely responsible for ensuring that sufficient peer-reviews, as specified in the Policy Guide, are included in the packet.

Prior to tenure, one review will be completed by the department chairperson and one review will be completed by members of the candidate’s department tenure committee. The candidate is responsible for finding tenured colleagues to complete the other required review. Multiple reviews may be completed by different tenured faculty members, or by the same tenured faculty member based on observations made during different semesters.

Each reviewer shall meet with the candidate and discuss the candidate’s philosophy of teaching. It is incumbent on the candidate to sufficiently demonstrate his/her pedagogical methods, using whatever materials deemed necessary. The reviewer should attend at least one class session, or for on-line classes evaluate an equivalent instructional module.

Each reviewer shall write up a report on the candidate’s effectiveness as an instructor, illustrating the strengths and weaknesses. In addition, the reviewer shall indicate if the candidate’s teaching is at the level one would expect to attain tenure or promotion. A copy of the report will be delivered to the candidate in a timely manner. Reports from the department chairperson and department tenure committee will be included, with at least one additional review, in the candidate’s tenure packet.