

The School of Communication

PEER EVALUATION OF TEACHING PROCEDURES

1. Peer teaching evaluations will be coordinated by full professors in the Department of Communication in a constructive manner that takes into account the goals and orientation of the professor being assessed.
2. As a general rule, assistant professors will be evaluated during the third, fourth, and fifth years. No evaluations will be conducted during the first or second years. Junior Faculty Members would be evaluated once a semester, during a calendar year, in a class they choose, from the fall semester of the third year until the application for tenure.
3. Associate professors will be assessed when they request peer evaluations, presumably near the time they want to apply for full professor status. Associate professors should let the Full Professor Teaching Committee know by the first day of class in the fall semester, if they wish to be evaluated that year. They would then be assessed once a semester during this year, in a class of their choice. Individuals can also request evaluations prior to a year in advance of an application for promotion, and would be evaluated as much as once a semester in one class of choice.
4. Assistant professors will be assessed by an associate or full professor in their general area. Associate professors are to observe full professors. To ensure reliability, efforts will be made to have different members observed classes over the course of the year.
5. Assistant and associate professors **must** provide a short statement of the goals they seek to achieve as a teacher in the particular class, along (if they wish) with any brief statement about their goals in general as an instructor. Faculty evaluators will consider the individual's performance in the classroom in light of the stated goals and objectives. Faculty members naturally can provide any other information relevant to the class as well (e.g., handouts, student papers, etc.)
6. The faculty observer will write a letter, summarizing the assessment of the class, taking into account the goals the instructor articulated at the outset. A copy of the letter will be given to the professor and another copy will be left with PRC chair that particular year. For discussion purposes at the PRC meeting during which promotional matters are discussed. No copies will be given to the chair or dean.

At the October 20, 2000 faculty meeting the faculty discussed the record keeping issues of the evaluations and decided that due to faculty needing sustained evaluations for promotion, that a copy of peer teaching evaluations will be kept in the administrative office files.

7. The PRC's evaluation of the faculty member's teaching at the time of promotion will be based on previous letters (i.e., #6 above), teaching materials the faculty member appends to the dossier, and general discussions of the faculty member's teaching by the PRC during its meeting.