

SCHOOL OF COMPUTER SCIENCE PEER TEACHING EVALUATION GUIDELINES

1. Evaluated Faculty Members
 - a. Evaluation of adjuncts may include a peer-evaluation by the Director or his representative, at the discretion of the Director, and does not follow the procedure outlined below.
 - b. All faculty holding the rank of Instructor or Lecturer shall be peer-evaluated for teaching annually.
 - c. All tenure-track faculty undergoing a third year review shall be peer-evaluated for teaching as part of the third-year review process, and applicants for tenure starting in 2011-2012 onwards shall be peer-evaluated for teaching in the year prior to their tenure application.

2. Peer Teaching Evaluation Committee
 - a. The Peer Teaching Evaluation Committee shall consist of three tenured faculty members or senior or university instructors appointed by the Human Resources Committee.
 - b. Associate Directors, Directors, and Deans shall not normally serve on the Peer Teaching Evaluation Committee.
 - c. Human Resources Committee members may serve on the Peer Teaching Evaluation Committee.

3. The Evaluation
 - a. A preliminary evaluation will be conducted by a single member of the Evaluation Committee, selected by the Chair of the Evaluation Committee.
 - b. The preliminary evaluation will be done on a single section chosen by the evaluator, normally in the last five weeks of the semester, and not prior to the mid-term exam (if there is one). The faculty member may then choose the particular lecture to be evaluated.
 - c. The evaluator will observe the entire lecture.
 - d. The faculty member being evaluated will leave the classroom fifteen minutes early.
 - e. The evaluator will informally discuss with the students the faculty member's classroom performance and the students will complete an evaluation form (similar to, but modified from the Faculty Senate Honorary Awards Committee for Teaching).
 - f. The evaluator will also write a short summary that takes into account the evaluator's observations of the faculty member's lecture, the student's oral comments, and the evaluation forms.
 - g. After preliminary evaluations for all eligible faculty members have been completed, the entire Evaluation Committee will meet and discuss all preliminary evaluations and prepare final evaluations, with the goal of ensuring fairness and consistency.
 - h. The faculty member being evaluated has the same rights of response for the peer evaluation as for the annual evaluation.
 - i. The final evaluation will be placed into the faculty member's personnel file and should be used as part of the annual evaluation.

Approved by the faculty October 9, 2009; Modified July 14, 2010