

## **Peer Reviews**

### **Purpose**

The purpose of a peer review is to make suggestions to help faculty members improve their teaching by providing a frank and confidential assessment of their teaching.

### **Review Initiation Process**

A faculty member may at any time during a fall or spring semester ask the PAC to arrange a peer review of one or more of the faculty member's courses. The PAC will then form an *ad hoc* committee of three faculty members one of whom, at most, may be from another department. The PAC will then charge the review committee to perform a peer review. Oversight by the PAC ends at this point.

### **Peer Review Process**

The peer review process will consist of the following steps:

1. The review committee and the reviewed faculty member meet to discuss the course syllabus, including course objectives, organization, policies, content, assessment tools, and pedagogy. Class sessions observed by one or more reviewers are scheduled and the specific objectives and pedagogy of the classes are discussed.
2. Each review committee member observes one or more class sessions or some period of online interaction.
3. The review committee prepares a written report and delivers it to the reviewed faculty member.
4. The reviewed faculty member may submit the report to the department head as part of his or her annual activities report or as part of his or her tenure and promotion package.
5. The review committee destroys all material collected in the course of its work.

### **Confidentiality**

Peer review committee members are obliged to keep the results of their peer reviews confidential. Evidence and observations known to the review committee may not be confided to anyone except the reviewed faculty member, nor be used in any faculty evaluation process, except at the explicit request of the reviewed faculty member.