

A Plan for Peer Review of Teaching
Department of Biological Sciences
Passed by a unanimous vote of the faculty on
February 2, 2005

Peer review of scholarship is an ongoing process for most faculty members in the Department of Biological Sciences. This occurs whenever a manuscript is submitted for publication or a grant application has been submitted to an agency for funding.

The Undergraduate Programs Committee (UPC) proposes the implementation of a plan for **peer review of teaching**. The initiation of a peer review will rest with the individual faculty member, regardless of rank. The plan allows for input from one's peers and its basic aim is to help the individual faculty member improve his/her teaching.

Procedures:

1. The Review Team: The Chair of the UPC, in consultation with the Undergraduate Programs Director and the faculty member electing a review, will appoint a 3-4 person "Review Team." At least two members of the Review Team will be members of the UPC. One will be appointed as Chair and will be responsible for writing the final report. One member of the Review Team will be from the pool of faculty in the department and will be selected by the faculty member requesting a peer review. The faculty member initiating a review can also request that a fourth member be added to the Review Team. The fourth member may be from within the department or a faculty member with a secondary or adjunct appointment.

2. The process: The Review Team will meet with the faculty member being reviewed and discuss his/her teaching strategy, goals, etc. They will also come to an agreement on how the review will be conducted. The review will involve an examination of the course syllabus, handouts, exams and other classroom materials. Each member of the team will attend several classroom/lab meetings. Whether or not these are scheduled or on a drop in basis will be agreed upon by the faculty member and the Review Team.

3. Final Report: The **confidential** final report will consist of a discussion of the faculty member's strengths and weaknesses as perceived by the Review Team.

The copy of the report will be given to the faculty member being reviewed and no copies of any kind will be retained on file. The faculty member may choose to include the report in his/her materials for annual evaluation. The report(s) could also be included in one's promotion dossier. The point is that the faculty member has total control over how the report will be distributed, if at all.