

Charles E. Schmidt College of Medicine Administrative Policies

Subject: Peer Review of Teaching
Effective Date: January 17, 2019
Supersedes: COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Peer Review of Teaching Policy Amended January 17, 2019.
Responsible Authority: Associate Dean for Faculty Affairs

Policy Statement:

Formative Peer-Review of Teaching Program

Any faculty member who wishes to receive formative feedback on their teaching and/or lectures for their personal development may request a peer-review through the office of the Associate Dean for Faculty Affairs. Faculty are encouraged to take advantage of this robust formative process for their own development and it can also be used to build a portfolio illustrating development as an instructor. (The faculty member would voluntarily have the option of submitting this portfolio to their Chair as part of the annual review in addition to the summative peer-review of teaching or as part of their dossier for promotion and tenure.) Faculty may request up to 3 formative peer-reviews per academic year.

Summative Peer-Review of Teaching Program

All faculty who hold paid faculty appointments in one of the College's academic departments and teach students in the classroom at least 6 hours per year will be reviewed. Faculty members will know when their review is taking place, can request a specific date/lecture for review, can provide feedback to the Associate Dean for Faculty Affairs on the review process, will be able to provide a "faculty response" to any review they believe to be inaccurate, and request up to 1 additional review from a different evaluator.

Evaluators

All current and former course directors will be responsible for completing the summative peer-review of teaching for faculty members in their course who meet the criteria for review. Additional peer-reviewers who have demonstrated excellence in teaching (i.e., outstanding to exceptional) and have completed the training program will also be made available for formative and any additionally requested summative peer-reviews of teaching. All evaluators and their assignments will be coordinated by the Associate Dean for Faculty Affairs.