May 15, 2019

To: Department Chairs

From: Greg Frazier

Senior Associate Dean

Re: Schedule for 2019-2020 Peer Review of Teaching

Here is the schedule of due dates for the **Peer Review of Teaching** process for 2019-2020. The faculty member must be reviewed by a trained peer observer selected by the faculty member’s supervisor, in conjunction with the dept. P&T committee and the faculty member.

-- For Assistant Professors, a peer review of teaching should be conducted at least once during Years 1-3 and at least once more during Years 4-5.

-- For Associate Professors, a peer review of teaching should be conducted at least once during the two years prior to submitting their promotion packet for Full.

-- For full-time non-tenure track faculty, a peer review of teaching should be conducted at least once every five years.

Fall (or Spring)

Sep 16 (Feb 10) Select Peer Observer

Sep 30 (Feb 24) Faculty and Peer Observer meet to discuss teaching materials and date for observation

Nov 14 (Apr 16) Peer observation of teaching

Within two weeks of the peer observation, the faculty member and Peer Observer should have a post-observation meeting. The Peer Observer gives their report to the faculty member only.

Dec 5 (Apr 30) Faculty Member provides the Record of Peer Review and Faculty Response form to department chair