

Faculty Peer Observation of Teaching Policy

Department of Literatures and Cultural Studies

Approved by faculty vote: 4/2017

Guidelines:

Guidelines outlining the peer observation process shall be developed at the department or unit level by the department or unit faculty.

All promotion and tenure review reports sent to UT System must show evidence of peer evaluations of teaching, including faculty members with administrative appointments at 50% or less.

Peer observation of teaching will apply to all full-time faculty members.

Faculty members will select the course for which the Peer Observation is to take place among those he or she is teaching, including any type of course (face-to-face, reduced seat, or fully online), or faculty members may choose to be observed while guest teaching/lecturing in a colleague's course.

The faculty member being observed shall have considerable input into who will serve as his or her peer observer and may choose his/her observer from amongst university faculty or may request that one be assigned by the department chair.

Peer observers can be, but are not required to be, members of the same department or unit as the faculty member.

Peer Observers must be tenured faculty members and can be of the same rank as the as the faculty member being observed. Observations by non-faculty experts cannot substitute for peer observations.

Any faculty member asked to be a reviewer may decline, but all full-time faculty members are expected to participate as Peer Observers at least once within the 3-year period.

Since the peer observation process involves significant time and effort on the part of the peer observer, it shall be recognized and reflected in the annual review of the peer observer.

The faculty member will initiate the Peer Observation and will share appropriate course materials with the Peer Observer prior to the observation. Course materials may include 1) syllabus, 2) examples of evaluations/assessments (prompt for a paper, copy of an exam...), 3) examples of in-class materials if such exist, 4) examples of how the textbook is used (reading assignment & how it is addressed usually in class) if appropriate, 5) other as desired by the reviewed faculty member.

The faculty member is encouraged to discuss teaching strategies, course assignments, course goals and desired learning outcomes with the Peer Observer prior to the Peer Observation. The faculty member may provide a brief written statement overviewing such items for the Peer Observer (optional).

The Peer Observer will submit his/her Observer Evaluative Report to the faculty member only.

Faculty may meet with the chair at any time to discuss teaching effectiveness issues. Furthermore, faculty may request the University to offer faculty development in area(s) that s/he deems would be helpful to his/her improvement as noted by Peer Observer(s).

Frequency of Observation:

1. All tenure-track faculty members shall be observed at least once per academic year.
2. All tenured faculty members shall be reviewed at least once every three years.
3. Faculty members with the rank of Lecturer I, Lecturer II, and Lecturer III shall be observed at least once per academic year.
4. Faculty members with the rank of Senior Lecturer shall be observed at least once every three years.

Faculty members may request more frequent observation to the extent that can be accommodated by the department or unit.

Required Forms for Peer Observations (from UTRGV Guidelines for Faculty Peer Observation of Teaching):

1. **Faculty Member Report** – A report described below in this policy, written by the faculty member whose teaching is being observed. This document is included in the faculty member's dossier.

To be included in Faculty Member Report:

1. Name and signature of faculty member
2. Name and signature of peer observer
3. Name and course number of observed class
4. Date of any pre-observation meeting
5. Date of observation(s)
6. Date of any post-observation meeting
7. A narrative written by the faculty member describing what the faculty member has learned from the peer observation process and any plans for improvement or development.

2. **Peer Observer Evaluative Report** – Oral or written report given by the observer to the faculty member for evaluative purposes. According to UTRGV guidelines, the Peer Observer Evaluative Report is given to the faculty member only and is not included in the Faculty Member Report. The faculty member can choose to submit this form with the Faculty Member Report.

Peer Teaching Observation Faculty Member Report

This Report, including the faculty member's Narrative, is all that is required in the Annual Review, Tenure & Promotion, and/or Post Tenure Review file to document that Peer Teaching Observations have taken place according to UT-System policy and UTRGV Guidelines for Peer Observation of Teaching. When submitting this report, the faculty member may optionally choose to add the Peer Observer Evaluative Report.

Date of Pre-Observation Conference: _____

Date of Observation: _____

Course & Section: _____

Time / Classroom: _____

Date of Post-Observation Conference: _____

SIGNATURES:

Observer: _____

Printed name: _____

Observer Title: _____

Instructor: _____

Printed name: _____

Peer Observer Evaluative Report

This Report is completed by Peer Observer who selects the appropriate descriptor for each of the five categories and, if desired, provides optional comments (comments are optional). According to UTRGV Guidelines, this report is given to the faculty member only and not included in the Faculty Report The faculty member can choose to submit this form with the Faculty Member Report.

1. Content of Class Instruction:

☐ Excellent

☐ Good

☐ Satisfactory

☐ Needs Improvement

☐ Unsatisfactory

Comments (Optional):

2. Use of Class Time:

☐ Excellent

☐ Good

☐ Satisfactory

☐ Needs Improvement

☐ Unsatisfactory

Comments (Optional):

3. Instructor Preparation: ___Excellent Comments (Optional):
 ___Good
 ___Satisfactory
 ___Needs Improvement
 ___Unsatisfactory

4. Demonstration of Subject Expertise:

☐ Excellent

☐ Good

☐ Satisfactory

☐ Needs Improvement

☐ Unsatisfactory

Comments (Optional): _____

5. Student Engagement with Instruction: ☒Excellent ☐Good ☐Satisfactory ☐Needs Improvement ☐Unsatisfactory

Comments (Optional):