***Faculty Review Committee***

Consists of three to five tenured faculty members (excluding the Department Chair and visiting and nontenure-track faculty) appointed to staggered two-year terms. Committee membership reflects the distribution in the Department of persons in senior and junior ranks and the distribution of tenured and nontenured faculty. No more than sixty percent of the committee membership may come from either the junior ranks or the senior ranks. No member may serve more than two consecutive terms. This committee advises the Department and the Department Chair concerning faculty matters not subject to review by other standing committees. It conducts annual reviews of all nontenured, tenure-track 13 faculty, mandatory quinquennial or voluntary reviews of tenured faculty, and Third-Year Review of all probationary faculty (see appendix D). It also makes recommendations to the Chair concerning the reappointment of untenured faculty.

The Department Chair may, if mutually acceptable, meet with the committee for exchange of views and information, but the Chair may not participate in its work— specifically, may not vote, assist in the drafting of recommendations in individual cases, or argue cases before the committee.

***Peer Review Committee***

Consists of three faculty members. This committee coordinates peer review of classroom instruction for formative and summative reviews.

**J. Peer Review of Teaching (12/4/78)**

1. The Department encourages its faculty to have colleagues, from inside or outside the Department, assess their teaching and offer suggestions for improvement. In addition to their contribution to the development of effective teaching, these evaluations may be useful in summative decisions, such as reappointments, annual reviews, teaching awards, and promotion and tenure recommendations. However, faculty who so desire may receive peer comments on their teaching with the assurance that the evaluation will not be used for these summative purposes and instead be formative in nature.
2. The faculty member (instructor) may arrange for the peer reviewer (evaluator) or request that the Peer Review Committee arrange the review based on instructor preferences if relevant. Members of the committee may, but will not necessarily, be the evaluators. The instructor should keep in mind that promotion and tenure cases for teaching competence or excellence must include input from outside the Department. The Peer Review Committee can arrange for evaluations from outside the Department. The PeerReview Committee does not arrange evaluation visits performed by the Department Chair; such requests should be made directly to the Chair.
3. Peer review of teaching typically includes at least one class visit, with a meeting between the instructor and evaluator beforehand and afterward, although the instructor and evaluator may agree to an unannounced class visit. Peer review of teaching may also include evaluation of teaching materials, including syllabi, assignments, and other materials the instructor wishes to provide, such as student feedback. For a longitudinal review, the evaluator should conduct a peer review of the instructor’s teaching for more than one semester.
4. The evaluator will send a letter summarizing his or her evaluation to the instructor. The evaluator's report should be detailed about the conditions pertaining to the evaluation, observations, and suggestions. If the instructor requests, the evaluator will also send a copy of the letter to the Department Chair, for use in evaluations of the instructor. The instructor will decide whether such a letter will become part of a promotion or tenure case.
5. Faculty members who do not choose to use these procedures for peer review of teaching will not be penalized for their choice. However, faculty are reminded that the Department's tenure and promotion criteria urge assessment of teaching by several different methods. Moreover, under some circumstances, the Department Chair or the faculty mentor/faculty assistance committee may recommend that a faculty member provide peer reviews of her teaching.