

**Enhanced Peer Review Process of Teaching**  
 (Draft Language to be inserted on page 16 of the [P&G Document](#)  
 as a replacement for the existing language for Bullet Point 11. starting Fall 2022)

## 11. ENHANCED PEER REVIEW OF TEACHING

### Faculty that will be governed by the enhanced peer review process.

Starting Fall 2022, this enhanced peer review process will apply to all tenure-track faculty who will be reviewed for retention, tenure, and promotion. This process also applies to all tenured faculty seeking promotion to any rank.

**Note:** This enhanced peer review process will not apply to any fully ranked tenured faculty or non-tenure-track faculty.

### Number of Peer Evaluations Required

- Each *tenure-track faculty* member shall receive a minimum of two peer evaluations during any RTP cycle.
  - First year faculty shall be evaluated in the fall. Two reviews are required in the fall semester. If a faculty joins APSU in a spring semester, —for example, in Spring 2023—the faculty member shall wait until Fall 2023 to join with the Fall 2023 cohort and will not be required to undergo any peer evaluations in the spring semester.
- *Tenured faculty* who will be reviewed for promotion to any rank shall receive a minimum of two peer evaluations within one year prior to the review.

Faculty who will be reviewed may choose to include additional peer evaluations beyond the minimum requirements of two peer evaluations within a review cycle. If a faculty member has requested additional peer evaluations, the faculty member shall include *all* completed peer evaluations of instruction from that review cycle and *not selectively pick* from among

completed peer evaluations for inclusion in the e-dossier. Any additional peer evaluations beyond the minimum requirements must follow the prescribed guidelines described below.

### **Procedures to be followed**

Two *tenured* faculty members are required to complete the two peer evaluations of a faculty member during any review cycle. The same two peer evaluators may review more than one faculty member, or each faculty member may be reviewed by a different set of evaluators from the same department.

Sometimes, situations occur where a department does not have a sufficient number of tenured faculty to conduct the necessary peer evaluations. In these cases, departments shall have the option of choosing one of the evaluators from an allied discipline. Both the tenured evaluators should not be from outside the department. At least one member of the peer evaluation team should be from the same department in order to enhance the validity and reliability of the review. If a department finds it logistically difficult to comply with the requirements of two tenured professors to conduct such peer evaluations, the department—in consultation with Academic Affairs—may seek faculty from outside their department to assist in this process.

While it may be recommended in principle, it is not necessary that an evaluator from *outside* a particular department be from the same college. This individual could be from a different college altogether. Departments shall have the option of choosing one of the evaluators from an allied discipline. For example, it could very well occur that the second evaluator for a faculty member in Department of Allied Health Sciences could be an evaluator from the Department of Nursing. Also, it could be likely that the second evaluator for a faculty member in the Department of Accounting, Finance, and Economics could be a tenured faculty member from the Department of Mathematics and Statistics.

## **FORMATIVE AND SUMMATIVE EVALUATIONS OF TEACHING**

### **Minimum Evaluation Period of Time**

The expected minimum amount of time to evaluate a class (formative or summative) shall be 50-55 minutes. For example, an evaluator can select a 50–55 minute window of time for courses that are scheduled longer than 55 minutes. In the case of online classes that are asynchronous, the evaluator should spend an equivalent amount of time in the course management system (e.g., D2L). Evaluators observing an online course should be permitted to look at course content materials **only** and not student grades with associated names. Evaluators shall be assigned a role with the equivalent access of a student in the course.

A formative evaluation is designed to provide information to help instructors improve their teaching. A summative evaluation is designed to measure instructor performance following a sustained period of teaching with the focus on identifying the effectiveness of the teaching instruction. Faculty members undergoing a peer review during years 1-3 will receive two evaluations: Formative and Summative. Faculty members undergoing a peer review in years 4-tenure and faculty undergoing a promotion review shall only receive summative evaluations. Both sets of formative and summative evaluations, where applicable, shall be included in the faculty member's e-dossier. Some narrative comments from the evaluators based on overall impressions must be included in all formative and summative evaluations.

**Note: Please see section of P&G describing *Faculty Awarded Years Toward Tenure and/or Promotion***

Reminder: A faculty member awarded three years of prior credit toward tenure shall be seen as a fourth-year faculty member during the enhanced peer review process at APSU.

### **Years 1-3**

The formative and summative evaluation of tenure-track faculty in Years 1-3 by the two chosen evaluators should

occur within the same course and semester. The recommended gap of time between a formative and a summative evaluation of a faculty member in a standard semester-length course is four to six weeks. Evaluators will need to consult the notes of the formative evaluation to respond with a summative evaluation during the 2<sup>nd</sup> visit to the course of the faculty member under review. If the faculty member under review teaches both in person and online, the faculty member and the chair should mutually agree on the modality to be observed.

**Note:** The two evaluators during all of their observations should act independently and produce separate objective evaluations in order to increase the reliability of the enhanced peer evaluation.

#### **Years 4-Tenure and Promotion**

For years 4-tenure, faculty will continue to have two evaluators, but the formative aspect will no longer be required. Two evaluators will be selected following the same process as in Years 1-3. Both evaluators will attend the two sessions together. Each will complete an evaluation tool and provide it to the faculty member. The summative evaluations of tenure-track faculty in Years 4-tenure and promotion by the two chosen evaluators need not occur within the same course and semester.

If the faculty member under review teaches both in person and online, one peer review will be conducted in person and the second will be conducted online for faculty being reviewed for years 4-tenure or promotion.

**Note:** The two evaluators during all of their observations should act independently and produce separate objective evaluations in order to increase the reliability of the enhanced peer evaluation.

#### **CHOOSING THE PEER EVALUATOR**

In so far as possible, the faculty member will provide the chair/director of the department suggestions for one of the evaluators from within the faculty member's discipline. The chair/director will select this evaluator from the suggestions. The other evaluator will be selected by the chair/director. The faculty member and the chair

should mutually agree on both evaluators.

The faculty member under review and the evaluators shall agree on a mutually convenient date and time to conduct the in-person or synchronous class evaluation. For a fully online course, the faculty member under review and the evaluators shall agree on a window of time when the evaluations will occur. For all other modalities, the faculty member under review and the evaluators shall agree on mutually convenient dates and times to conduct the required evaluations.

-----End of Draft Language-----

- Link to the current P&G document: [Tenure Procedures and Guidelines](#)

[https://www.apsu.edu/academic-affairs/faculty/rtp/tenure\\_p\\_and\\_g\\_final\\_approved\\_rev.05.07.2021.pdf](https://www.apsu.edu/academic-affairs/faculty/rtp/tenure_p_and_g_final_approved_rev.05.07.2021.pdf)

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