

Social Sciences Division Policy for Peer Reviews and Required Materials for Annual Reviews, 2022-2023

The revised Faculty Evaluation Policy (2.112) requires Division faculty members to determine by majority vote (1) the peer review process, and (2) the materials used by the Division Chair to prepare the annual review.

The Social Sciences Division faculty members voted unanimously to approve the following revised policy at its February 1, 2023 Division meeting.

Social Sciences Division Policy for Peer Reviews and Annual Evaluation Materials

Peer reviews are conducted once per calendar year, and involve the following.

- Peer reviewers examine the faculty member's current vita, job description, and syllabi.
- Peer reviewers conduct a teaching observation of their colleague. Observations may be of a face-to-face or an online course.

Program Directors/Coordinators have the following responsibilities.

- In collaboration with the Division Chair, they work with faculty members in their programs to determine who will review whom.
- They submit, via email, a list of peer reviewers to the Administrative Assistant and the Division Chair by May 1 of the calendar year covered by the annual review.
- They are not to conduct all or most of the peer reviews of their program's faculty, unless the Coordinator/Director and the Division Chair agree that there are special circumstances which warrant doing so.

Peer reviewers and reviewees do not have to be from the same program. In the selection of peer reviewers, faculty members are encouraged to consider asking colleagues outside of their program or outside of the Division. In the latter cases, the Social Sciences Division Chair will contact the Chairs of the relevant Divisions. This is to ensure that there are no issues with outside faculty members serving as peer reviewers.

Tenure track faculty members should have at least three peer reviews conducted by members of their own program.

Peer reviewers and reviewees are to work collegially to determine which class is to be observed and when. If they cannot agree, the Division Chair will make the final decision.

Once a classroom observation is conducted, the peer reviewer is to use the Social Sciences peer review form (attached). It is divided into two parts.

- The first part consists of a narrative report on the classroom observation; it should describe the class, identify strengths, note any areas for improvement, and offer any other comments related to the faculty member's teaching.
- The second part provides the reviewer the opportunity to offer any comments on evaluation categories other than teaching: Advising and/or mentoring; scholarly/creative activity/professional development; service to the division, college, community, and/or profession; and collegiality.

Peer reviewers must complete the first part of the form (the narrative report on the classroom observation). They are encouraged but not required to fill out the second part of the form on the non-teaching elements of the evaluation.

Reviewers are encouraged to identify strengths as well as areas for possible improvement.

Peer reviewers may conduct their review either during the spring, summer, or fall semester of the calendar year being covered by the annual review. Regardless, reviewers must submit their reports as an email attachment to the Social Sciences Division Administrative Assistant and the reviewee by the 2nd Friday in October.

The Division Chair considers classroom observation reports when conducting a faculty member's annual review, along with the following materials required by LCSC's Faculty Evaluation Policy.

- Current year Job Description
- Current student evaluations (both numeric and student comment pieces)
- Current and updated Curriculum Vita (CV)
- Current course syllabi

The Division's Policy, as per Policy 2.112, will be reviewed every three years.

Social Sciences Division Peer Review Form

This form is to be used for annual peer reviews of Social Sciences faculty members. Once completed, the document should be emailed to the Division's Administrative Assistant by the 2nd Friday in October.

Part I: Teaching. Below, please draft a narrative report on the classroom observation you conducted. You should describe the class, identify strengths, note any areas for improvement, and offer any other comments related to the faculty member's teaching. You are required to complete part I.

Part II: Non-Teaching. Please use this section to comment on evaluation categories other than teaching: Advising and/or mentoring; scholarly/creative activity/professional development; service to the division, college, community, and/or profession; and collegiality. You are encouraged but not required to complete part II.