

Social Sciences Division Policy for Peer Reviews and Required Materials for Annual Reviews, 2017-2018

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 policy at the 6 September 2017 Division meeting.

Proposed 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 the 2nd Friday in September.
- 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 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.

Peer reviewers must submit their reports to the Division Chair by the 2nd Friday in October for any faculty member classified as 2nd year (which includes instructors) and by the 1st Friday in December for all others.

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

Classroom observation reports are to be attached to the formal faculty evaluation form completed by the Division Chair.

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 submitted to the Division Chair by the 2nd Friday in October for any faculty member classified as 2nd year (which includes instructors) and by the 1st Friday in December for all others.

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.