

PEER REVIEW PROCESS GUIDELINES (revised November 18, 2009)

I. Faculty Member's Dossier. The dossier should include, in the following order:

1. The faculty member's CV.
2. A statement on teaching, scholarship, and service, typically totaling 1-3pp. in length.
3. A section detailing teaching activities, including: a.) a list of courses taught during the review period, semester by semester; b.) a list of evaluation scores from courses taught (question ID 6250 on the online evaluation form, formerly question 7: "How do you rate this instructor's teaching of this course?") along with selected comments from student evaluations; c.) a list of major teaching-related activities (consult the teaching metric for a master list of these); d.) grants and awards.
4. A section detailing scholarship activities, including: a) a list of all work published and/or accepted for publication during the period under review: for the latter include a copy of the letter of acceptance; b.) copies of works published or accepted for publication; c.) a list of major scholarly activities (consult the scholarship metric for a master list of these); d.) grants and awards.
5. A section detailing service activities, including: a.) a list of major service contributions (consult service metric for a master list of these); b.) honors and awards.

The faculty member may include other documentation in the dossier but does not have to do so. Should the Peer Review Committee require other documentation, it will request it. If the faculty member chooses to include other supporting materials (e.g., course syllabi, conference programs), they should be placed after #5 above in a separate section titled "Supporting Materials".

II. Review Process.

At the discretion of the committee, one or more of its members may conduct a classroom visit. The time of this visit will be agreed upon in advance.

The committee may not move reported activities from one category to another without the permission of the faculty member being evaluated.

When initial reports in the three categories have been drafted, the Committee should meet to go over the drafts and arrive at a final version of the report.

III. Format of the Report.

1. Headings: memo format, addressed to the Department Chair, with signatures appearing at the end of the report.
2. Length: approx. 2-3 pages.
3. Organization: The report should be organized to reflect the dossier, addressing the faculty member's teaching, scholarship, and service, in that order. Each section of the report should conclude with one of the following ratings: Excellent / Very Good / Good / Satisfactory / Unsatisfactory. Each section of the report should conclude with the following formula: "The Committee judges the candidate's performance in the area of (Teaching / Scholarship / Service) to be _____".

4. In the case of tenure track and non-tenure track faculty members who are eligible for reappointment, the Peer Review Committee should conclude the report with its recommendation.
5. In the case of assistant and associate professors, the Peer Review Committee may choose to make specific recommendations regarding future activity, with an eye toward facilitating the faculty member's progress toward promotion.