

Humanities Division – Peer Review Protocol for Faculty Annual Evaluations

Presented and voted upon (unanimously) at the Humanities Division Retreat on August 16th, 2017.

Context: The Governance & Personnel Committee is internal to the Humanities. 3 members are elected to 3-year terms by vote of the Division. Their main responsibilities include approving budget expenditures, review and updating of Division policy, and participation as peer evaluators in the annual review process.

Frequency: Each full-time faculty member from the Division will be reviewed annually, as outlined in Policy 2.112. A G&P member, assigned by the Division Chair, will participate in that annual review as described below.

#1 - A member of the Humanities Governance & Personnel Committee, assigned by the Division Chair, will review the annual evaluation file for faculty each year. The review timeline will follow the yearly published important dates calendar provided by the Provost's Office with regard to annual evaluation of 1st-, 2nd-, and 3rd- and 3+-year faculty members. The G&P member will provide a written narrative summary/evaluation of the performance of the faculty member under review (based on the materials provided in the annual review file) to the Chair. The written summary will then be weighed with the rest of the evidence on file when the Division Chair assigns a performance category on the annual evaluation form.

#2 - Peer classroom observations are encouraged as a professional courtesy and as a "best practice" in teaching. Each Division member is encouraged to both observe and be observed once per calendar year. These classroom observations can be reported either in the form of a letter or by using a Division-provided "peer observation report." The report will then be included in the faculty member's annual review file as part of the collected evidentiary materials.