

College of Arts & Sciences Guidelines for the Evaluation of Teaching

To ensure consistency in the evaluation of teaching, the College has adopted the following guidelines, which establish minimum expectations. Evaluation of teaching must include student ratings for all instructors and peer observations for Assistant, Associate Professors, and Professional Track faculty (in preparation for tenure or promotion), but departments* are encouraged to use other means of evaluation as well, such as teaching portfolios.

- *Student evaluations of teaching:* As per [University policy](https://drive.google.com/file/d/1df32pHi3-OPRqrBDqXSc30EAc9EimKfm/view), (at this link: <https://drive.google.com/file/d/1df32pHi3-OPRqrBDqXSc30EAc9EimKfm/view>)“All course instructors shall administer a student course evaluation instrument for every course taught during the fall and spring semesters of the academic year.”

Administration of student rating forms:

- Departments are strongly encouraged to use online evaluation forms for student ratings.
- If administered during a class period, whether online or on paper, the instructor must leave the room while evaluations are being completed. Someone other than the instructor will administer the evaluations, and when done in a paper format, will deliver the evaluations to the department office for processing.
- The instructor may not have access to the results until after final grades are submitted.

Peer observations:

- Peer observations are required for Assistant Professors, Associate Professors, and Professional Track faculty. Assistant Professors should be observed in at least two classes each year; Associate Professors should be observed in at least two classes every other year. Full-time Professional Track faculty (with the exception of Principal Lecturers) should be observed in at least one class each year.
- Peer observations must include a written report by the observer(s) to be provided to the department head within a reasonable time after the visit (as determined by the head).
- It is the head’s responsibility to ensure peer observations for evaluation purposes, although faculty are free to arrange additional visits if they wish.
- The College imposes no restrictions on the assignment of faculty to serve as observers (by rank, department, or discipline) although departments may do so if they wish.
- Peer review of online courses is expected and should be ensured by means that are not dependent on classroom visits, such as review of online materials, assessment of the navigability of the site, engagement of students in discussion boards, etc.

Availability of evaluation materials:

The results of teaching evaluations are confidential documents and become part of the instructor’s personnel file. Access to them by the instructor must be provided on request. In addition, they must be made available to the person(s) – the head or a faculty committee – making merit determinations or other personnel decisions, and to reviewers outside the department in the case of reappointment, tenure, or promotion decisions.

*The terms “department” and “head” include programs and their directors.

*Approved by Administrative Council, October 10, 2018
Revisions approved October 12, 2022*