

## SCIS PEER TEACHING EVALUATION FOR FULLY ONLINE FACULTY GUIDELINES

1. These guidelines apply for faculty members subject to the SCIS Peer Teaching Evaluation Guidelines who are teaching only fully asynchronous online courses. They are to be followed sequentially until a matching case is found.
  - a. If the evaluation is scheduled for the fall semester, and the faculty member is scheduled to teach a course that is not fully asynchronous online in the spring semester, and if the evaluation can be deferred to the spring (e.g. it is not needed for a third-year review), then the evaluation should be deferred to the spring.
  - b. If the faculty member's online course has synchronous meetings scheduled (e.g. for review sessions, etc.), the faculty member may elect to apply the SCIS Peer Teaching Evaluation Guidelines to that course as if it were a remote course.
  - c. If the faculty member's online course uses lecture recordings made by the faculty member, the faculty member may elect to have the recordings (either one long or a group of short recordings) reviewed, in accordance with Section 2 below.
  - d. Otherwise, the faculty member will be evaluated outside of the course, by submitting a recorded lecture on any topic of their choosing prepared in the current semester, in accordance with Section 2 below.
2. Faculty Members Evaluated by Recorded Lecture
  - a. Recordings will not be retained after completion of the final evaluation.
  - b. Student feedback will be obtained via an online survey.
  - c. Section 3h of the Peer Teaching Evaluation Guidelines will be replaced as follows: The evaluator will write a short summary that takes into account the evaluator's observations of the faculty member's lecture and the student's survey comments, within 10 business days and forward to the chair of the Peer Evaluation Committee. Sections 3i and 3j apply.

## SCIS PEER TEACHING EVALUATION GUIDELINES

1. Evaluated Faculty Members
  - a. Evaluation of adjuncts may include a peer evaluation by the Director or their representative and does not follow the procedure outlined below.
  - b. All faculty holding the rank of Instructor or Assistant Teaching Professor shall be peer-evaluated for teaching in their 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> years; and every three years subsequently.
  - c. All tenure-track faculty undergoing a third-year review shall be peer-evaluated for teaching in the second year, and applicants for tenure shall be peer-evaluated for teaching in the year prior to their tenure application.
2. Peer Teaching Evaluation Committee
  - a. The Peer Teaching Evaluation Committee shall be appointed by the Human Resources Committee and consist of three faculty members who are either tenured or hold the rank of Associate Teaching Professor or Teaching Professor.
  - b. Human Resources Committee members may serve on the Peer Teaching Evaluation Committee. Tenured faculty who are ineligible to serve on the Human Resources Committee shall not serve on the Peer Teaching Evaluation Committee.
3. The Evaluation
  - a. A preliminary evaluation will be conducted by a single member of the faculty, selected by the Chair of the Evaluation Committee.
  - b. The preliminary evaluation will be done on a single section chosen by the evaluator in consultation with the faculty member as described in 3c, normally in the last five weeks of the semester, and not prior to the mid-term exam (if there is one). The faculty member may then choose the particular lecture to be evaluated. The faculty member should inform the HRC if their schedule might preclude an evaluation (e.g. a semester with no teaching) so one can be done in an earlier semester.
  - c. There are four modalities listed in order of preference, highest first: fully on campus, hybrid, remote/synchronous online, fully asynchronous online. The faculty member must schedule a meeting in a class of their choosing that is in the highest preference category above. If teaching only fully asynchronous online courses, the SCIS Peer Evaluation for Fully Online Faculty Guidelines will be used to conduct the evaluation, in place of 3d-f.
  - d. The evaluator will observe the entire lecture.
  - e. The faculty member being evaluated will leave the classroom fifteen minutes early, and in the case of an online peer evaluation, transfer hosting to the evaluator.
  - f. The evaluator will informally discuss with the students the faculty member's classroom teaching performance.
  - g. In the case of an online lecture, any recordings being made by the faculty member, will terminate once the faculty member exits the meeting, and consistent with the CBA, such recordings cannot be retained for evaluative purposes. The evaluator will not make separate recordings.
  - h. The evaluator will write a short summary that takes into account the evaluator's observations of the faculty member's lecture and the student's oral comments, within 10 business days and forward to the chair of the Peer Evaluation Committee.
  - i. After preliminary evaluations for all eligible faculty members have been completed, the entire Peer Evaluation Committee will meet and discuss all preliminary evaluations and prepare final evaluations, with the goal of ensuring fairness and consistency. Evaluations should be completed by the start of the following semester, if practicable.
  - j. The final evaluation will be transmitted to the HRC chair who will be responsible for ensuring distribution to the faculty member and SCIS Director. The peer teaching evaluation is placed into the faculty member's personnel file and should be used as part of the annual evaluation. The faculty member being evaluated has the same rights of response for the peer evaluation as for the annual evaluation. Peer teaching evaluations must be included in promotion applications.