

**DEPARTMENT OF MATHEMATICS**  
**POLICY ON**  
**PEER REVIEW OF TEACHING**

ADOPTED BY THE FACULTY JANUARY 26, 1999

- (1) The committee of tenured faculty and the committee of full professors each has a teaching subcommittee that is named for one year. These subcommittees (called here T and F1, respectively) will retain their responsibility to review the teaching records of candidates for tenure and/or promotion. They will, in addition, take on the responsibility of performing ongoing peer review of teaching through classroom visitation of faculty on a staggered schedule, as described below. In addition to these subcommittees the chair of the committee of full professors will also name a three member subcommittee, called here F2, for the exclusive purpose of peer review of full professors through classroom visitation. Committee T will review the untenured faculty, including full-time lecturers, instructors, and senior instructors; committee F1 will review associate professors. The membership of subcommittees T, F1, and F2 will be publicly announced to the department at the beginning of the academic year.
- (2) The relevant subcommittee will notify the affected faculty at the appropriate rank that visits are to take place over the year and that results of the observations will be used in the Spring peer review process and in the post-tenure review (“In-Depth Peer Review”) process. Affected faculty are: untenured tenure track faculty annually; tenured faculty, full-time instructors, senior instructors, and lecturers every third year. The initial reviews should be staggered, with the order to be determined by the chair of the department. Faculty members may request more frequent review. The chair of the department, or the person he/she designates, will keep a record on file for each faculty member indicating the years in which visits are to take place, and the names of the subcommittee members for the years in which visits have already taken place.
- (3) A form describing what to look for during a visit is available, but use of the form is not mandatory. Since it is intended only as a guide to observation, and in no way as a considered and definitive assessment in itself, the form will not be included in any of the consequent teaching evaluation letters.

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- (4) The observed faculty member may request, and should be granted, oral feedback from the observers. This feedback should be candid, and in particular negative remarks on someone's teaching should not be raised at the peer review meeting (or in a letter) unless they have first been discussed with the faculty member.
- (5) The individual members of the subcommittees T and F1 will be expected to discuss their observations at the Spring peer review meeting, but there will be no subcommittee report as such. The annual peer review letter will be prepared as usual, with the ratings and comments on teaching taking this discussion into account. Lecturers, senior instructors, and instructors will be subject to peer review every third year and will receive an abbreviated letter, excluding the research assessment. The members of subcommittee F2 will prepare a joint letter, which will be given to the affected full professor; a copy will be given to the Department Chair and retained for subsequent post-tenure review.
- (6) In order that the peer review process make more complete use of the student evaluation forms, faculty members may request that all the comments from a single class be transcribed by one of the secretaries and made available in the peer review process.