

Teaching Evaluation Committee Policies¹ Draft 4 Spring 2019

1. **Name change.** We propose to change the name of the committee to the “Peer Teaching Observation Committee” (PTOC) to reflect that the goal of the committee is to provide meaningful feedback to faculty in the spirit of helping to improve teaching.

2. **Committee’s Mission**

Peer teaching observations should be done in a way that promotes improvement.

- The first goal of the observations is to characterize the nature of the classroom and the faculty’s interactions with students at multiple time points, to identify strengths and weaknesses, and communicate these to the faculty in such a way that promotes growth.
- The second goal is for faculty to have multiple letters of “peer evaluation” for their files, to address the commitment of the University to use multiple measures of teaching in order to evaluate faculty.

3. **Procedure**

A. **Observation Guidelines**

- **New guidelines:** The committee has developed a new set of guidelines for teaching observation, with the help of the TQF project. The peer teaching observation guidelines will be submitted to the faculty for a vote prior to being adopted. If substantially modified over time, the guidelines will be resubmitted so that faculty are always aware of the observation procedure and metrics.
- **Choice and clear communication:** Faculty who are being observed will choose the main points on which they will be observed from the master list of guidelines, and will be aware of the department’s teaching goals.
- **Teaching Goals** will be developed.

B. **Observation Time Frame**

1. **Pre-tenure/instructor:** Each faculty member will be observed by multiple peers over a two-three year period. The goal is to have two letters before reappointment, and two additional letters between reappointment and tenure/promotion for a total of four letters in each dossier.
 - *Each faculty member will be observed twice per semester by one person from PTOC. The first observation is intended as a mentoring opportunity, with the second a chance for the observer to look for evidence of positive changes. Faculty member may choose the class being observed if teaching more than one class.*
 - *Each faculty member should be observed again in the next semester they teach (two times, as above, by a new observer from the PTOC). Any individual who would like to be observed a third time may make a request to the committee.*
 - *The observations will be shared with the faculty member, and a copy will be maintained by the chair of the PTOC.*
 - *Each PTOC member who observes an individual will write one letter encompassing both of their observations. This letter will be submitted to the chair’s assistant to be added to the individual’s file (the detailed observations will **not** be included in an individual’s file).*
 - *If an individual has not been observed multiple times when they come up for renewal or promotion, two teaching evaluation committee members will conduct one observation each and write an evaluation letter in the same semester in order for there to be multiple evaluations.*
2. **Post-tenure/senior instructor:** Each senior faculty member will be observed using the same procedure as above, with the intent to have two letters by Post Tenure Review or reappointment (for senior instructors).

¹ Developed with guidance from the Teaching Quality Framework Initiative (<https://www.colorado.edu/teaching-quality-framework/>) with sponsorship by the National Science Foundation (DUE-1725959) - any opinions, findings, and conclusions or recommendations expressed in this material are those of the authors and do not necessarily reflect the views of the NSF.