

TEACHING EVALUATION PROCEDURES

Department of Biology – 2012-2013

1. Student Evaluations: (Required)

- Standard online evaluative forms will be used for each course taught in the department during the academic year.

2. Peer Evaluations: (Required)

- Frequency and Peer Evaluator:
 - **Lecturers** are evaluated by either the Associate Head, the Director of General Biology, the Director of Undergraduate Studies, or a tenure track faculty member once per year per lecture course they teach. Senior lecturers (with more than 5 yrs. experience in the department) are evaluated once every two years per lecture class.
 - Assistant Professors are evaluated by Associate or Full Professors in two classes each year.
 - Associate Professors are evaluated by Associate or Full Professors in two classes every two years.
 - Full professors are evaluated on an *ad hoc* basis by Associate or Full Professors.
- Supervision and number of evaluators:
 - Per the departmental bylaws, the Personnel Committee supervises and organizes peer evaluations.
 - The Personnel Committee chooses one faculty member at rank specified above to evaluate each course. Evaluators should be selected during the first month of the semester in which the evaluation is to be done, and should agree to evaluate the class.
- Format:
 - Peer evaluation should be an in-depth assessment of the overall teaching performance of the faculty to be evaluated. A thorough evaluation will consider many facets of teaching, and not simply assign a “good,” “excellent”, or “poor” rating to an instructor/class.
 - The peer evaluation may involve following steps:
 - Submission of a “packet” to the evaluators by the faculty to be evaluated, as soon as the evaluators have been selected. The packet would include all materials considered relevant by the evaluator, and could include such items as: course syllabus, examples of handouts and exams, and description of the goals and grading policies of the course.
 - Evaluative sessions are chosen at the convenience of the evaluator. Faculty to be evaluated are notified in advance of possible dates of classroom visits. At least one class meeting should be observed by the evaluator, although additional class observations are recommended.
 - Following review of the packet and completion of the classroom visit(s), the evaluator’s written evaluation is sent to the department head, with a copy to the faculty being evaluated.