

RAPs Peer Teaching Evaluation Procedures - 4/30/20

Note of peer evaluation in light of remote teaching

The unexpected shift to remote teaching during the COVID-19 pandemic required instructors and students to make many significant changes quickly. In acknowledgment of this fact, the guidelines in the [addendum here](#) should be considered when conducting peer evaluation in any comparable shift to emergency remote instruction.

Frequency of Observation

1. Every **senior instructor** should be observed once per year, by 3 different observers over the course of the contract. If the timing/staffing for that schedule is overly burdensome, having 3 different observers should be prioritized over the timeline of one observation per year. Once during their contract term, when possible, senior instructors will be observed by a faculty member from their discipline.
2. Every **instructor** should be observed once per year, by 3 different observers over the course of the contract. If the timing/staffing for that schedule is overly burdensome, having 3 different observers should be prioritized over the timeline of one observation per year. If an instructor is teaching in multiple RAPs the observations should be shared between RAPs, and the instructor should be observed once per year by *a* RAP but not necessarily by *each* RAP. Once during their contract term, when possible, instructors will be observed by a faculty member from their discipline.
3. Every **lecturer** should be observed once per semester for the first 3 semesters. If simultaneously serving as a rostered RAP instructor and as a lecturer in other RAPs, then the instructor frequency of observations should apply.
4. **Tenure-track faculty** teaching for the first time in a RAP should be observed at least once by a RAP Director or senior instructor. The results of these observations will be shared only with the RAP Directors unless the faculty member wishes for them to be shared with additional individuals or academic units.
5. Faculty members who are instructor rank or above in any RAP are not required to be observed for their teaching in additional RAPs. Faculty members may request for observations in additional RAPs to be included in their teaching evaluations if they wish.
6. The frequency of observation listed here should be understood as the minimum requirement. Additional observations can be requested by a RAP Director. A faculty member may request to be observed at any time, and the RAP Director is responsible for accommodating reasonable requests for observation, as personnel and schedules allow.

Selection of Observers

The RAP Directors will appoint faculty to conduct observations. Faculty members may notify their Director if they prefer not to be observed by a specific colleague, and such requests will be kept

confidential. However, in order to balance workload, schedules, etc., the RAP Directors will have the final say in the selection of observers.

Senior instructors should expect to conduct approximately 5-8 observations over the course of their contract. Instructors should expect to conduct approximately 2-4 observations over the course of their contract. Lecturers are strongly encouraged to complete at least 1 practice observation of a colleague (alongside an instructor or senior instructor) within their first 3 semesters. RAP Directors may also act as observers, and these observations will also count towards a faculty member's total number of required observations.

Procedure for Classroom Observations

1. Instructors will provide a list of potential dates for observation (i.e. avoiding exams, student presentations, etc). Observers will choose a date and inform the instructor at least 10 days ahead of the observation. The process for scheduling observations should occur at the beginning of the semester, with instructors informed of the need for observation by the 3rd week of the semester and possible dates provided to the observer by the 4th week (approximately).
2. Faculty members are required to provide their observer with the course syllabus and with access to the learning management system for the course prior to the observation, and are encouraged to provide other materials they deem relevant.
3. The observer should meet with the observed faculty member after the classroom observation but prior to submitting the report if the instructor or observer has concerns or questions.
4. The observer should submit the observation report to the observed faculty member to make sure that there are no factual errors. Any factual errors should be corrected before submitting the final report.
5. A final copy of the report should be submitted to the RAP Director, observed faculty member, and Program Assistant within two weeks of the classroom observation. If classroom interviews were conducted, these should also be submitted to the Program Assistant at the same time.
6. An observed faculty member may write a response to the observation report; this response should be submitted to the RAP Director, and Program Assistant, who will file the report in the faculty member's personnel file.
7. The peer observations should be done in a way that promotes improvement. If the observed class doesn't meet an acceptable standard, the report should be written in the spirit of being formative. The RAP Director will schedule a follow-up classroom observation, and the observed faculty member can submit a response. The second observation can be conducted by the same or different faculty member; this will be decided by the RAP Director in consultation with the observed faculty member and the observer.