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**University of Pittsburgh**
**School of Information Sciences**

# Policies and Procedures for the Review of Teaching
3 December 2004, Revised 13 April 2007
APPROVED BY THE FACULTY 13 APRIL 2007

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## Purpose:

- Response to the Board of Trustee's statement on the importance of teaching as a primary responsibility;
- Continual improvement of teaching through periodic review and evaluation;
- Recognition and reward of excellence in teaching.

## Who Is To Be Evaluated:

- Tenured faculty
- Tenure-stream faculty
- Non-tenure-stream faculty
- Adjunct faculty and visiting lecturers, part and full-time
- Teaching fellows

## Overview:

All faculty including adjuncts and teaching fellows, must request student evaluations from the Office of Measurement and Evaluation of Teaching (OMET) for each course that they teach, and submit a copy of the OMET scores and students' comments to the Dean for full-time faculty and to the Program Chair for adjuncts, part-time faculty and teaching fellows. Each faculty member must retain the originals of his/her OMET student evaluation scores and students' comments for at least five years, preferably permanently.

All faculty members will also submit a complete teaching dossier when required for peer review of teaching, which will provide details **for the course of the faculty member's choosing**. The faculty member must select a regular graduate or undergraduate course. Doctoral seminars and courses taught as special topics cannot be selected (unless the special topics course is eventually regularized). In addition, the OMET scores and student comments for the selected course must be submitted to the Dean's office each time the course is taught for the purpose of generating a complete record of student evaluations. The dossier should be updated periodically, at least each time the course is taught. In the years that faculty members are being reviewed, they must submit a complete dossier, or updates to the dossier.

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All faculty will be reviewed on a regular basis according to the following schedule:

- Tenured faculty will be evaluated once every four years. All tenured faculty members must submit student evaluations, both OMET scores and all students' comments, of every class to the Dean.
- Tenure-stream faculty will be evaluated in year 2, 3, and 5 until tenured. All tenure-stream faculty members must submit student evaluations, both OMET scores and all students' comments, of every class to the Program Chair and the Dean.
- Non-tenure stream faculty (full- and part-time) in long-term contracts will be reviewed after the first year of their contract and at least every four years following the first review. They must submit OMET scores and all students' comments for every course taught to the Program Chair. Upon request from the Program Chair, the Dean, or the Peer Review of Teaching Committee (PRTC), they must submit a complete teaching dossier to the PRTC for review.
- All non-tenure-stream faculty not in long-term contracts including adjuncts, visiting lecturers, and teaching fellows must submit student evaluations, including both OMET scores and all students' comments, of every class to their respective Program Chair. Adjunct faculty and teaching fellows who teach on a continuing basis will be reviewed more formally on a periodic basis as determined by the SIS PRTC or upon request of the Chair of the Program in which they are teaching, but no less frequently than once every four years and after the first course they teach.

Table 1 provides a complete schedule of when teaching faculty will be evaluated, and when documentation is to be submitted:

**Table 1. Schedule for Review of Teaching**

| | Request Student Evaluation of Courses | Submit Student Evaluations, both OMET scores and all students' comments | Submit Full Dossier to SIS PRT Committee | Update Dossier | Undergo Peer Review of Teaching |
|---|---|---|---|---|---|
| **Tenured Faculty** | Every course | Every course (to Dean) | Every 4 years; update OMET evaluations and student comments every year | Annually | Every 4 years |
| **Tenure-Track Faculty** | Every course | Every course (to Program Chair and Dean) | 2nd year | Annually | $2^{nd}, 3^{rd}$ & $5^{th}$ years |

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| **Non-Tenure-Track Faculty** | Every course | Every course (to Program Chair) | Upon request | Annually | At least every 4 years |
| **Adjuncts** | Every course | Every course (to program chair) | Upon request | Each time a course is taught | At least every 4 years |
| **Visiting Faculty\*** | Every course | Every course (to program chair) | Upon request | Upon request | Upon request by Program Chair |
| **Teaching Fellows\*** | Every course | Every course (to program chair) | Upon request | Upon request | Upon request by Program Chair |

\*If teaching on a continuing basis, they will be reviewed by the PRTC in consultation with the Chair of the Program in which they are teaching.

## Who Will Do The Review?

The SIS PRT Committee is responsible for conducting assessment of faculty teaching. The Committee, which consists of four members who represent a range of specializations and rank, will be appointed by the Dean.

The terms of the committee members will be staggered, so that under normal circumstances, the committee will have two new members each year, so that each member will typically serve a two-year term. Three members will constitute a quorum, so that the fourth member must recuse him or herself if s/he is being evaluated. Program chairs will review the evaluation of adjuncts, visiting faculty and teaching fellows and will consult with PRTC as needed.

## Faculty Responsibility for Preparing Review Materials:

Upon joining the SIS faculty, all faculty will be required to present a teaching dossier by June 30th following completion of at least two terms of employment, and subsequently to update it by that date each year. Required evidence for all faculty includes, for the course selected:

- Statement of teaching goals and philosophy;
- Self-evaluation of overall teaching, using the form developed by the PRTC;
- Syllabi for the one course self-selected by the faculty member for review, preferably with syllabi for at least 3 times the course has been taught;
- OMET scores and all students' comments for at least three terms for the course selected by the faculty member to be reviewed;
- Peer review of teaching letters from previous years, when available; and
- Example instruments of evaluation (e.g., tests, papers, projects, etc.).

After the initial teaching dossier is completed, it should be updated annually by submitting OMET scores and all student comments. Updates to the dossier should include the revised versions of the complete syllabus for the course under review, all OMET scores and student comments, and any other evidence of efforts that the faculty member has made to improve his/her teaching since the last SIS PRTC review (see below). In addition, for any year the review is taking place, the faculty member must also submit the latest syllabus, any self-evaluation updates, and any other material they wish to add to the dossier

Instructors may supplement the dossier with other evidence to reflect strengths and efforts to improve teaching.  Examples of other kinds of evidence that may be included:

- Statistics, e.g., number of students enrolled in the class over time;
- Sample lectures (notes, outlines, and/or PowerPoint presentations);
- Examples of student work (e.g., papers, projects, presentations, posters);
- Examples of instructor feedback to students about their work;
- Assessments of student learning (such as quizzes, examinations, minute papers, surveys, interviews, or other classroom assessment techniques);
- Student/alumni letters and/or e-mail;
- Evidence of course revision and updating; and
- Evidence of activities to improve teaching

All SIS faculty members are required to submit student evaluations for each course taught, in each term that the course is taught, so that every faculty member can be assessed on an ongoing basis.  Additionally, the Committee will use information they have gathered through their work and/or meetings with OMET staff to recommend to the Dean the recalculation of the School mean and other proposed changes to the OMET evaluation process on a regular basis.

## Review Criteria:

The SIS PRTC will look for evidence that the faculty member under review has addressed the following criteria in their personal statement and supporting documentation:
1. Clearly stated goals, learning objectives and rationale for the course which relate directly to the program's curriculum;
2. Course materials that are current and appropriate to the course goals and rationale, and which offer thorough coverage of course content. Additional information may be requested from the Program Chairs as needed;
3. Evidence that the instructor has kept up-do-date with current developments in the field related to the course. The instructor is encouraged to include information related to this in the self-evaluation and/or philosophy of teaching statement; and
4. Evidence that the instructor has responded to feedback from students and peer evaluators to increase student learning.

## Committee Responsibilities:

1. Review each faculty member's complete dossier of evidence, only one course to be selected by the faculty member being reviewed, over at least 3 terms (if that faculty member has been teaching that course that many times) is to be evaluated for any given review; the Committee may request further information or a meeting with the faculty member.
2. Meet with the evaluated faculty member as necessary to discuss the review, provide the faculty member with the opportunity to respond to the review, make recommendations for improvement of teaching, and set goals and objectives.
3. Where appropriate, arrange for classroom observation.
4. Where appropriate, request interviews with students, either individually or in a group as part of a class session (to be decided in consultation with the faculty member).  Alternately, institute a process for conducting school-wide exit interviews with students upon graduation and periodic interviews with alumni.
5. Prepare a draft written report on each faculty performance, which focuses upon formative review.
6. Prepare a final written report on each faculty review.  This report will include any written response from the faculty member.  This document will be given to the faculty member, with copies to the Program Chair and the Dean.
7. Develop tools for both formative and summative review of teaching, in consultation with pedagogical experts from CIDDE and the Office of Measurement and Evaluation of Teaching.  This may involve redesigning the evaluation tool currently used by SIS for student evaluations.  Tools shall be reviewed and improved on a periodic basis (to be determined by the Committee).  All evaluation tools will be presented to the full teaching faculty for review.
8. Nominate faculty who have exhibited excellence in teaching for teaching awards.  For the Chancellor's Distinguished Teaching Award,  letters of nomination are due at the end of September each year; dossiers, submitted by chosen finalists, will be due at the beginning of January each year.

## Responsibilities of the Program Chair:

1. Review the final written report on each faculty member's review received from the SIS PRT Committee.
2. For adjunct faculty, visiting faculty and teaching fellows who teach on a continuing basis, prepare a statement for the Dean on each faculty member's performance, focusing on summative evaluation.

## Responsibilities of the Dean:

1. Review the final written report of the SIS PRT Committee for each faculty member and maintain copies of these reports in each faculty member's personnel file.
2. Incorporate evaluations of faculty member's performance in composing annual reviews of faculty members.

3. In full consultation with faculty, develop, communicate, and implement policies relating to summative evaluation, specifically concerning:
   a. Reappointment;
   b. Tenure and promotion;
   c. Merit increases; and
   d. Non-compliance with requests for student evaluations and/or dossier materials.
4. Seek periodic review and approval of PRT policies by the faculty and, as appropriate, submit them to the Provost's Office for review and approval before implementation.