

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE AND GRADUATE PROGRAMS**

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**TITLE OF POLICY:** PEER EVALUATION OF TEACHING

**DATE EFFECTIVE:** September 1, 1995

**POLICY:** Fulltime faculty holding the rank of instructor are required annually to submit to their department chair material for peer evaluation of teaching during the first two years of their employment in the School of Nursing. During the third year and every third year thereafter at this rank, instructors are to submit material for peer evaluation of their teaching for review by the ad hoc Review Committee (See Policy 361).

Fulltime faculty (non-tenured) holding the rank of assistant professor or higher are required to submit material for peer evaluation of their teaching by the ad hoc Review Committee prior to the renewal of their contract as specified in Policy 361 or when applying for promotion/tenure as specified in Policy 362.

Fulltime faculty (tenured) are required to submit material for peer evaluation of their teaching by a committee of tenured faculty every three years if the yearly merit evaluation has been unsatisfactory (See Policy 361) and when applying for promotion from the rank of associate professor to professor (See Policy 362).

The appropriate review committee will serve as the peer reviewers for the evaluation of the faculty's teaching.

**PROCEDURE:** The department chair notifies the faculty during the first month of the fall term of the due date for material to be prepared and submitted if their reappointment is due during the academic year. In their first three years and every three years thereafter, instructors will be notified by the department chair when they are to be reviewed by the ad hoc Review Committee.

All faculty: Material to be submitted as part of the teaching dossier for review and evaluation by the review committee includes the following required material:

- a. a list of all courses taught with enrollment, including the students supervised for research activities and the faculty member's role (i.e., committee chair, committee member, advisor).
- b. a statement of teaching responsibilities, types of teaching approaches and unique/creative strategies used to meet the students' learning needs.

Material to be submitted as part of the teaching dossier for review and evaluation by the review committee includes at least two of the following:

- a. material from one course including as appropriate: course outline, handouts, type of clinical assignments, nursing care plans/critical paths, reading list, and audiovisual aids.
- b. evidence of intellectual tasks required in this course including as appropriate: graded written assignments, thesis or dissertation, summary of research practicum.
- c. evidence of steps taken to maintain state-of-the-art knowledge in the area of teaching and/or recognition for expertise as determined by: continuing education, attendance at lectures presented at symposiums outside the School of Nursing, consultations, honors received.
- d. evidence of support of the teaching mission of the School of Nursing as demonstrated by: participation on Curriculum Committee or curriculum task forces, development of new courses or programs of study, development of creative approaches to teaching either in the clinical area or in the classroom, and/or number of students advised.

Faculty have the option to include in the teaching dossier an evaluation of teaching completed by another faculty member(s), who observed at least one (1) day of teaching in the clinical area or one (1) classroom presentation (whichever is relevant). That evaluation will include a

review of the content that was presented and the teaching approach of the faculty member. This optional observation of classroom or clinical teaching will be evaluated using the form: Evaluation of Classroom or Clinical Teaching (copies are available in the departments). This completed evaluation form is submitted as part of the teaching dossier.

The material submitted in the teaching dossier will be reviewed and evaluated by the review committee using the Criteria for Evaluation of Teaching Dossier.

Approved by Total Faculty: 05/95  
Revised: 02/98, 00-01

Index: Faculty: Peer Evaluation of Teaching  
Evaluation: Peer Evaluation of Teaching

Note: Suggested forms for reviewing teaching dossier or evaluating clinical/classroom teaching are attached.