



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

Peer Evaluation of Teaching/Reappointment

Date Effective	September 1, 1995
Date Reviewed / Revised	November 2022
Program Level	General

POLICY:

All full-time faculty are required to submit to peer evaluation of teaching.

PROCEDURE:

The department chair notifies the faculty during the first week of the spring term of the due date for material to be prepared and submitted if their reappointment or promotion is due during the next academic year. They will also notify the faculty that they will be contacted to arrange for a teaching observation during the next three terms. Material to be submitted is detailed in the Teaching Portfolio Guidelines for review and evaluation.

Full-time 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 a Teaching Portfolio for review by the department chair (See [Policy 361](#)). Faculty holding contracts longer than 3 years will be reviewed in concert with the end of the contract date. The chairperson will contact the faculty member to arrange for a classroom observation (or other type of teaching observation as required). This will be done in the Spring Term prior to the year of review.

Full-time faculty, appointment stream, holding the rank of assistant professor or higher are required to submit to their department chair a Teaching Portfolio for review prior to the renewal of their contract as specified in [Policy 361](#) or when applying for promotion/tenure as specified in [Policy 362](#). The chairperson will contact the faculty member to arrange for a classroom

observation (or other type of teaching observation as required). The arrangements will be made in the Spring Term prior to the year of review.

Full-time tenure track faculty are required to submit to their department chair a Teaching Portfolio for review by the ARPT Committee prior to the renewal of their contract as specified in [Policy 361](#) or when applying for promotion/tenure as specified in [Policy 362](#). A member of the ARPT Committee will contact the faculty member to arrange for a classroom observation (or other type of teaching observation as required). This will be done in the Spring Term prior to the year of review.

Full-time tenured faculty are required to submit a teaching portfolio to be reviewed 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 ARPT Committee will serve as the peer reviewers for the evaluation of the faculty's teaching.

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

[Classroom Peer Observation Form](#) (PDF)

APPROVAL & REVISION HISTORY

Reviewed: 05/06, 11/22

Revisions Approved by Total Faculty: 05/95, 05/06, 11/22