

PEER TEACHING OBSERVATIONS
MOODY COLLEGE OF COMMUNICATION

A regular peer observation process is an integral part of faculty evaluation in the College. The promotion and tenure guidelines (included below) stipulate that these observations be carried out periodically and that they include certain key information. Concerning the frequency of these reviews:

- Assistant professors being considered for promotion must have a minimum of 4 peer observation reports in their portfolios, and at least one of which in the year preceding the promotion year;
- Associate professors (as well as non-tenure track full-time lecturers and clinical faculty) should have peer observations conducted every 3 years, or at least 2 observations preceding the promotion year or the fall during the post-tenure review year;
- For all full professors, at least 1 observation should be part of the post-tenure review process.

These classroom visits are the responsibility of all tenured faculty members in the College (both associate and full professors). The willingness of the tenured faculty to conduct these classroom visits will become part of their own annual merit evaluations; *no* tenured faculty member in the College is exempted from this responsibility. On occasion, classroom visits can be conducted by tenured faculty from other departments on campus, although it is expected that the visits will be largely a departmental responsibility.

The visits should be followed by a thoughtful discussion between the evaluator and the individual instructor concerning course objectives, special challenges, and teaching methods, with the former taking the initiative to ensure that such discussions are held. Each classroom observation/discussion should result in a contemporaneous written report being filed in the department office.

Peer Classroom Observation Reports (C.3.b. in 2013-14 Promotion and Tenure Guidelines)

These reports are broad observations of the candidate's effectiveness as a teacher at the graduate and/or undergraduate levels by those faculty members conducting the in - class observations. The reports should cover such elements as presentation, course content, organization, clarity of written materials, rigor and fairness of written examinations, appropriateness of methodology, and student outcomes.

Peer observations of classes should be conducted periodically for all faculty members. Include in the dossier all reports of in - class observations conducted while in rank. Do not consider observation reports for the fall semester during which the candidate for promotion is expected to be reviewed (i.e. Fall 2013).

The budget council is to consider the peer observations in their assessment of the candidate's teaching service record. Each peer observation report is to include:

- number and title of course observed
- date of report
- date of classroom observation
- description of methods by which instructor engages students in learning
- date on which the observation was discussed with the candidate
- name and signature of observer(s)

Information on how to conduct a peer classroom observation is available on the Center for Teaching and Learning's Web page at: <http://ctl.utexas.edu/node/9>