

## **Procedures for Peer Review of Teaching, 12-month Lecturers without review February 2013**

### Timeline:

- October – UPACC Chair meets with each lecturer; asks them for their suggestions for possible committee members
- ASAP -- Preliminary meeting of the Peer Review of Teaching Committee (PRTC) with lecturer to discuss context, process, her/his philosophy
- Classroom observations (W1, W2)
- If supervising teacher candidates: long practicum (secondary) starts end of January
- Mid-February – TEO member accompanies lecturer to a practicum school, shadows
- mid-March for final report to Head
- End of March/early April, lecturer on leave from a school district has to give notice

### Process:

- UPACC Chair meets with lecturer to discuss composition of the Peer Review of Teaching Committee (PRTC)
  - ✓ Avoid conflict of interest (e.g., member must be arm's length from lecturer)
  - ✓ Member must be acceptable to lecturer
  - ✓ Member must be a tenure-track faculty member or on a renewable contract (e.g., a fellow 12-month lecturer without review, i.e., non-tenure track)
  - ✓ Ideally, one member would be from TEO (particularly in the case of those doing faculty advising in the elementary or secondary program), selected in consultation between the Director of Teacher Education and the lecturer
  - ✓ The UPACC Chair will designate one of the committee members to serve as PRTC Chair; normally, the PRTC Chair will be a tenure-track faculty member in EDST
- Chair of PRTC calls a meeting of the whole to discuss and agree upon the details of the process (might be done via email, if necessary)
- PRTC conducts minimum of 2 classroom observations and collects, as appropriate:
  - ✓ course outlines
  - ✓ teaching dossier (or teaching philosophy statement)
  - ✓ SET [Student Evaluation of Teaching] scores
  - ✓ information pertaining to the lecturer's work in the area of undergraduate supervision (i.e., faculty advising in the Teacher Education Program)
    - observation forms that provide feedback to teacher candidates
    - TEO member's written report is based on shadowing the lecturer in a practicum school, observing and "post-conferencing" with a teacher candidate, and debriefing with the lecturer on "communication style"
  - ✓ other relevant artifacts (e.g., related to course coordination that involves academic support and mentoring, examples of student assignments or of feedback to students)

- PRTC meets to discuss the evidence generated, with an eye to drafting a report that reflects the consensus views of all committee members. Typically, the members collaborate on writing the report, with the Chair overseeing the process and being responsible to circulate the penultimate draft to committee members before submitting the final draft to the Head. In cases where members seriously disagree, the committee members may submit individual reports that the Chair collects and submits to the Head.
- The Chair provides a copy of the PRTC report to the lecturer.
- The PRTC report should be reviewed by the lecturer and by the Head (in consultation with the UPACC Chair), and, as appropriate, strategies devised to support the lecturer's teaching development.
- The PRTC report should be considered in decision-making related to re-appointment.

**Note:** The above summary of the process draws from current policies and procedures used in EDST for tenure-track faculty members and aims to be consistent with the principles outlined in the *Summative Peer Review of Teaching: Faculty of Education Guideline for Practice* document.