Evaluation of Teaching

The Peer Review of Teaching Protocol/Peer Review of Online Teaching Protocol can be used for evaluation of teaching; e.g., for annual reviews and promotion and tenure. (Current UA Promotion and Tenure guidelines include a review of teaching portfolios; evaluation of teaching is part of those portfolios.)

Recommended guidelines for using the protocol for evaluation of teaching:

• Department faculty members agree on which Classroom Observation Tool items will be used for all teaching evaluations in that department. For review of online courses, all items on the Online Course Review Tool are scored.
• Reviewers are tenured faculty members (where possible).
• Pre- and post-observation meetings are still held, to prepare for and debrief classroom observations/course site reviews.
• More than one class session is observed to provide a more reliable sense of the candidate’s overall teaching quality. (Alternatively, more than one reviewer can observe different class sessions.) For review of online courses, multiple reviewers can produce more reliable reviews.
• Reviewers prepare a letter addressed to the department head that summarizes the candidate’s strengths and areas that need development, citing specific examples from the class observations/course site reviews.
• The instructor is also given a copy of the letter, and has an opportunity to write a response to the department head if so desired.
• The following questions can be used as a guide for preparing the summary letter:
  o What is the class that was observed/reviewed (level, format, content)?
  o How many class sessions were observed and how many observers collaborated on this review?
  o What did the instructor do during the class sessions/in online learning activities and assessments to engage students in learning important content? How could the instructor have improved student engagement?
  o What did the instructor do during the class sessions/in online learning activities and assessments to assess students’ understanding of important content (informally or formally)? How could the instructor have improved student assessment?

OIA personnel are available to consult with department heads and members of P & T committees in using the Peer Review of Teaching Protocol and the Peer Review of Online Teaching Protocol for evaluation of teaching. Please contact Ingrid Novodvorsky (novod@email.arizona.edu or 626-4187).