

**University of British Columbia
Department of Geography**

**Policy for Peer Review of Teaching
(effective November 2014; amended May 2016)**

1. The purpose of peer review is two-fold: (a) to support and facilitate the development of first-class teaching; and (b) to assist in the evaluation of the candidate's teaching for promotion and tenure. Peer reviewers and candidates should make reference to article 4.02 – Criteria for Appointment, Reappointment, tenure and Promotion – of the *Agreement on Conditions of Appointment for Faculty*. They are an opportunity to supplement student evaluations of teaching at the point of reappointment, tenure and promotion.
2. The procedures described herein are intended to be consistent with Faculty of Arts Guidelines (2013) – (<http://www.arts.ubc.ca/files/2012/09/Faculty-of-Arts-Peer-Review-of-Teaching-Guide-May-20131.pdf>)
3. Peer reviews are not about the validation of a single pedagogical model: reviewers must recognize the validity of different styles and methods of teaching.
4. There is no checklist for classroom visits, but **reviewers should consult the Faculty of Arts guidelines** in advance, and might wish to consider some or all of the following:
 - (a) **organization of class**: structure; content;
 - (b) **delivery**: audibility of instructor, clarity and articulacy; pace; use of visual material or other media;
 - (c) **interactivity**; responsiveness to students; response of students
5. Performance **reviews involve more than a review of classroom performance**: they should also address the course syllabus (range and content), instructor expectations of students (level and audience) and modes of examination.
6. Instructors may request a peer **review at any stage** of their teaching career to assist in the development of new courses or the revitalization of existing ones.
7. Tenure track faculty should expect to have **two peer reviews in the pre-tenure period**. Normally, the first should be a 'formative review' (with a focus on the professional development of teaching and with a particular emphasis on support and advice) undertaken by an Internal Reviewer from the Department together with one departmental mentor within two years of first appointment. The second should be 'a summative review' (providing evaluative and comparative information for faculty members) and undertaken by both an Internal and External Reviewer within the year preceding consideration of the case for tenure.

8. Candidates for promotion should have a summative peer review **within the year preceding consideration of the case for promotion.**
9. For each review candidates for tenure and/or promotion must ideally select **two courses to be reviewed.** This may not be possible depending on the nature of course load (i.e. a candidate may be teaching multiple sections rather than multiple courses). In these cases, **visits to two classes are required. Both reviewers should meet with the candidate** outside of the classroom to informally discuss the candidate's pedagogic approaches and philosophy.
10. A standing committee consisting of the Associate Head (Undergraduate Affairs) and Peer Review Coordinator should organize the reviews in consultation with the Head. In the case of summative reviews, **two faculty members (Associate or Full Professors, Senior Instructor), both of which must have completed Faculty of Arts Peer review training, will conduct each review. One will be a member of the Geography department and one will be external to the department (provided by the Faculty of Arts from the trained pool).** The purpose of engaging the external reviewer is to increase the credibility of the peer review for assessment at higher levels (Dean's Advisory Committee and Senior Appointments Committee), in line with the role of the external reviewer of scholarship or educational pedagogy.
11. For promotion and tenure purposes, reviewers will provide **a written report (this may be a joint report and should comprehensively cover the various components of the review)** to be submitted to the Peer Review coordinator and the Associate Head Undergraduate Affairs. The instructor concerned should then counter-sign the report and, if she or he wishes, add a written response. This report should then be forwarded to the Head.
12. Timelines during the academic year that are normally followed by the Peer Review Coordinator are shown attached to these Guidelines.

Timeline of procedures to be followed by Department of Geography regarding Peer Review of Teaching (PRT)

April

- Head assigns a senior faculty member to the role of administering Department's PRT for the forthcoming academic year (hereafter called 'Faculty Person').
- Faculty person acquaints themselves with both FoA and Department PRT Guidelines and obtains a list from the Head of (a) those Department members going up for renewal of contract, or promotion and tenure in the year ahead, and who therefore requires 'summative' PRT; (b) list of Department colleagues who are qualified to act as an Internal Reviewer.

July

- Head contacts Faculty to ask who wishes to have a 'formative' PRT conducted by their peers in the Department
- Faculty person prepares a list of colleagues requiring both 'formative' and 'summative' PRT in the forthcoming year, together with a list of their allocated courses and teaching times/days/.
- Faculty person has preliminary meeting with Departmental candidates who will have their PRT in Term 1
- Faculty person contacts FoA (Dick Price) with the Department's 'summative' PRT workload for the academic year ahead, broken down by Term (Term 1; Term 2).
- Faculty person contacts Internal Reviewers and confirms their ability to conduct PRT in Term 1.

August

- FoA (Dick Price) contacts and nominates External Reviewers for Term 1.

September

- Faculty person contacts each candidate, and their External and Internal Reviewers for Term 1, and coordinates each PRT, including a review of the Draft (combined) PRT Report, together with the U/G Chair, before it goes to the Head.

December

- Faculty person contacts FoA (Dick Price) and confirms the Department's 'summative' PRT workload for Term 2.
- Faculty person has Preliminary Meeting with each Department candidates who will have their PRT in Term 2.
- Faculty person contacts Internal Reviewers and confirms their ability to conduct PRT in Term 2.
- FoA (Dick Price) contacts and nominates External Reviewers for Term 1.

January

- Faculty person contacts each candidate, and their External and Internal Reviewers for Term 2, and coordinates each PRT, including a review of the Draft (combined) PRT Report, together with the U/G Chair, before it goes to the Head.