**Peer Review of Faculty Teaching**

Departmental Procedure

Department of Chemistry and Biochemistry

Approved: February 16, 1998

Revised: January 1*,* 1999, October 2, 2000, March 21, 2005, December 6, 2010

(Approved by Dean August 1, 2012), and September 2024

**Teaching Evaluation Committee**

1. The department Chair will appoint a departmental Teaching Evaluation Committee, which consists of both tenure-track and professional-track faculty members. The department Chair will designate typically a tenured faculty member as the Committee Chair.
2. Unless otherwise noted, for the purposes of peer review the following ranks are equivalent: (i) tenured and teaching full professors and principal instructor, (ii) tenured and teaching associate professors and senior instructors, and (iii) untenured and teaching assistant professors and instructors.
3. The Teaching Evaluation Committee will develop and, from time to time revise, a form to be used by review panel members to evaluate faculty teaching.
4. The Committee will appoint a review panel for each faculty member to be evaluated.
5. The Committee will set time limits for completing the panel function and will ensure that the peer reviews are completed in a timely manner.
6. The department Chair will review panel reports concerning each faculty member evaluated.

**Composition of Review Panels**

The review panel for each faculty member (including both tenure-track and professional-track) being evaluated will consist of two members:

at least (i) one member must be from the same division as the reviewee or have appropriate teaching expertise and at least (ii) one member must be a full professor or a principal instructor.

The panel to evaluate tenure- and professional-track faculty may consist of both tenure-track and professional-track faculty members. Each panel will have at least one tenure-track faculty member.

The panel to evaluate an untenured tenure-track faculty member or an instructor shall consist of tenured professors, associate/full teaching professors, or senior and principal level instructors only. The reviewee’s faculty mentor or division head will be included if possible.

New faculty members will be assigned to shadow a senior colleague throughout the peer-review evaluation for at least two courses relevant to their teaching during their first year at USC. They will fully participate in the peer review process starting in the second year.

Any faculty member may request additional course evaluations outside the regular peer review schedule when needed.

**Frequency of Evaluation**

1. Untenured tenure-track faculty, teaching assistant professors, and instructors: annually and every time\* they teach a large course\*\* or a new course.
2. Associate professors and senior instructors: every other year, and when they teach a large course if deemed necessary by the department Chair.
3. Full professors and principal instructors: every third year, and when they teach a large course if deemed necessary by the department Chair.
4. Adjunct and temporary faculty: each semester for the first two semesters, then annually.
5. Emeritus: according to their rank upon reaching emeritus status.
6. Peer-review schedule for tenured faculty and senior instructors may be modified by the Chair if deemed necessary; additional peer-review evaluations may be requested by any faculty outside the above schedule.

Notes:

\* If the same course is taught more than once during the academic year, only one evaluation is required.

\*\* A large course is defined as a class with the largest average enrollment within the reviewee’s teaching portfolio.

**Evaluation Process**

1. The panel members will be given access by the reviewee to all course materials, physical or online, that are available to students, such as syllabus, textbooks, homework assignments, exams, sample exams, Blackboard site and so on. Each reviewer will examine relevant course materials and–if they do not have sufficient experience teaching the same course–will have an intentional conversation with the reviewee about class expectations and context to provide necessary background for the observation.
2. Each review panel member will visit and observe at least one class session of the reviewee and complete an evaluation form.
3. Dates for observation visits will be arranged in advance between the panel members and the reviewee.
4. After each panel member has made a classroom evaluation visit, the evaluator will meet with the reviewee to provide feedback and discuss their evaluation report before submitting the evaluation form to the department Chair.

**Evaluation Reports**

The Review Panel will give copies of the completed evaluation (summative) forms, along with the comment (formative) forms, to the reviewee and to the department Chair.

The reviewee has the right to submit a rebuttal in response to the teaching evaluation reports. The written rebuttal should be addressed to the department Chair and be delivered to the Chair of the Teaching Evaluation Committee no later than the last day of classes of the semester during which the evaluation has taken place. The Teaching Evaluation Committee will note completed panel action after consideration of the rebuttal, and pass all the evaluation-related documents to the Department Chair.