Department of English  
Guidelines for the Evaluation of Teaching  
Approved March 14, 2012

In order to ensure consistency in the evaluation of teaching, the English department has adopted the following guidelines, which establish minimum expectations in line with College of Arts and Sciences guidelines. Evaluation of teaching for all instructors must include student ratings and peer observations as described below. In preparing annual reports, faculty members are encouraged to supply additional measures of teaching effectiveness.

**Student evaluations of teaching:** The following minimum frequencies of evaluation will be used by the English department:

- Assistant Professors, non-tenure-track faculty, TAs – every course taught
- Associate Professors – every course in one semester per year
- Professors – every course in one semester every other year

**Administration of student rating forms:**

- The instructor should use the appropriate form for composition courses and for all other English department courses.
- The instructor must leave the room while evaluations are being completed and someone other than the instructor must deliver them to the department office for processing.
- The instructor may not have access to the results until after final grades are turned in.
- Copies of the results provided to instructors must be kept in department personnel files.

**Peer observations:**

- Peer observations are required for tenure-track, tenured, and non-tenure-track faculty. Assistant Professors should be observed in at least two classes each year; Associate Professors should be observed in at least two classes every other year; Full Professors should be observed in at least two classes during the year of their post-tenure review.
- Continuing Full-time Lecturers should be observed in at least one class every other year; New Full-time Lecturers should be observed in at least one class each year; Returning Full-time Lecturers should be observed in at least one class every other year; Adjunct faculty should be observed in at least one class for every eight classes taught.
- Peer observations must include a written report by the observer(s) to be provided to the department head within a reasonable time after the visit (as determined by the head).
- It is the head’s responsibility to ensure peer observations for evaluation purposes, although faculty are free to arrange additional visits if they wish.
- Non-tenure-track faculty should be observed by tenured or tenure-track faculty; Assistant Professors should be observed by tenured Associate or Full Professors; Associate Professors should be observed by Full Professors; Full Professors should be observed by other Full Professors.
- Peer review of online courses is expected and should be ensured by means that are not dependent on classroom visits, such as review of online materials, assessment of the navigability of the site, engagement of students in discussion boards, etc.

**Availability of evaluation materials:**

The results of teaching evaluations are confidential documents and become part of the instructor’s personnel file. Access to them by the instructor must be provided on request. In addition, they must be made available to the person(s) – the head or a faculty committee – making merit determinations or other personnel decisions, and to reviewers outside the department in the case of reappointment, tenure, or promotion decisions.