

**Department of English**  
**Guidelines for the Evaluation of Teaching**

Approved March 14, 2012

Revised October 24, 2018

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 and University guidelines. Evaluation of teaching for all instructors must include student evaluations 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:** All course instructors shall administer a student course evaluation instrument for every course taught during the fall and spring semesters of the academic year. Exceptions to this requirement may be made for the following instructional formats:

- Courses with five or fewer students
- Courses classified as Cooperative Education, Dissertation or Thesis, Field Experience, Individual Study, Internship, Performance, Practicum, Recital, Student Teaching, Studio, or Study Abroad.

At their discretion, instructors may administer course evaluations for courses taught during winter and summer terms, consistent with the policies of UNCG Online.

**Administration of evaluation forms:** Electronic evaluation instruments appropriate to the course will be made available to students during a default window beginning two weeks prior to Reading Day. Students will receive an email indicating that evaluation instruments are available.

- Instructors must devote class time within the default window for students to complete the online evaluation instrument. The instructor must leave the room while evaluations are being completed. Prior to doing so, the instructor should, on behalf of the department head, designate an individual to administer the evaluation. Instructors should inform students ahead of time that evaluations will be administered so that they can bring appropriate technology.
- Instructors may, at their discretion and following announced procedures, request a more specific time window (within the department's default window) during which evaluations must be completed. This would allow evaluations to be completed, for example, during a specified class time, but at no other time.
- The instructor may not have access to the results until after final grades are submitted.
- Electronic copies of the results provided to instructors will be retained by the department for at least six years. These files are considered part of the instructors' 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.