



THE UNIVERSITY OF TENNESSEE BOARD OF TRUSTEES

AGENDA ITEM SUMMARY

Meeting Date:	March 1, 2019
Committee:	Education, Research, and Service
Item:	<u>Revisions to the UTHSC Faculty Handbook on Peer Review of Teaching</u>
Type:	Action
Presenter:	Lori Gonzalez, Vice Chancellor for Academic, Faculty and Student Affairs, UT Health Science Center

BACKGROUND

On March 23, 2018, the Board of Trustees revised Appendix A of the Board tenure policy to require that campus procedures for consideration of a candidate for tenure include, among other things, peer review of teaching for a candidate whose duties include teaching. On June 22, 2018, the Board approved revisions to the UTHSC Faculty Handbook to incorporate the requirement of peer review of teaching, and UTHSC now requests approval of additional revisions related to this subject.

SUMMARY

UTHSC proposes procedures regarding peer review of teaching that will help to standardize the peer review process across the six UTHSC Colleges. The proposed faculty handbook revisions are included in the meeting materials and key points are summarized below:

- Tenure-track faculty members are required to undergo a minimum of two peer reviews of teaching before they are considered for the grant of tenure.
- There will be a requirement for a formal improvement plan for any faculty member whose teaching needs improvement as indicated by a peer review of teaching.
- Each college is encouraged to require peer review of teaching for faculty members other than tenure-track faculty members, including all faculty members undergoing promotion, post-tenure review, or other enhanced reviews.



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- Each college is required to establish procedures by which a department chair may request peer review of a particular faculty member when there is an indication that there is an issue with the faculty member's teaching performance.

The President recommends approval of the proposed UTHSC Faculty Handbook revisions on peer review of teaching.

Motion: I move that the Education, Research, and Service Committee recommend adoption of the Resolution in the meeting materials to approve the proposed revisions to the UTHSC Faculty Handbook on peer review of teaching.



The University of Tennessee
Board of Trustees

Resolution 00_-2019*
Revisions to the UTHSC Faculty Handbook on Peer Review of Teaching

Resolved: The Board of Trustees approves the proposed revisions to the UTHSC Faculty Handbook on peer review of teaching as presented in the meeting materials, which shall be attached to this Resolution after adoption.

Adopted this 1st day of March, 2019.

* Number will be inserted after adoption.



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MEMORANDUM

TO: Linda C. Martin, Vice President for Academic Affairs and Student Success

FR: Steve J. Schwab, Chancellor

A handwritten signature in black ink, appearing to read 'Steve J. Schwab', written over the 'FR:' line.

DATE: February 1, 2019

RE: UTHSC Faculty Handbook Revision for the February/March 2019 Board of Trustees Meeting

Following the adoption of the changes to the Board of Trustee's Policies Governing Academic Freedom, Responsibility, and Tenure (BT0006, Version 7) on March 23, 2018, UTHSC revised our Faculty Handbook to incorporate the requirements for the tenure review process. Specifically with regard to peer review of teaching, we inserted the minimal statement that peer review of teaching is required for all tenure candidates who will be reviewed in the tenure review cycle ending June 2020 and beyond.

Working collaboratively with the Faculty Senate, we have developed additional specifications to the peer review of teaching. These additional provisions include:

1. A statement of the importance of effective teaching; programs to develop, expand, and update faculty teaching skills; and peer review of teaching performance
2. A specific requirement for a minimum of two peer reviews of teaching for tenure track faculty members
3. Required elements of peer review of teaching, including observation of teaching as well as other activities related to the assessment of teaching
4. Directions for submission of the peer review of teaching and, if improvement is indicated, the requirement for development of a formal improvement plan
5. Requirements for the development of college-specific plans to be developed in a collaborative process between faculty members and college administrators, with explicit items to be addressed, and plans sent to the chief academic officer for review and approval
6. The option for college plans to require peer review of teaching of other faculty members, including all faculty members or those undergoing promotion, post-tenure review, or other enhanced reviews
7. Options for faculty members to request peer review of their own teaching at any time, as well as for department chairs to request peer review of teaching when, in their judgement, such a review is warranted
8. The mechanism for a faculty member to appeal the application of peer review of teaching

In a specially called meeting on January 29, 2019, the UTHSC Faculty Senate voted unanimously in favor of this document.

Enclosed is a copy of the document with track changes to indicate location of the new language. We propose that this be inserted into the UTHSC Faculty Handbook in Section 4.11.2.2: Peer Review of Teaching.

I recommend that the proposed document be submitted to the Board of Trustees for their review and approval.

Within a department the number and nature of required letters should be uniformly applied to every faculty member.

4.11.2.2 Peer Review of Teaching

Effective teaching supports the core mission of education at UTHSC. Appropriate evaluations of teaching effectiveness include, but are not limited to, those identified in Section 6.7.1 and Appendix J in the UTHSC Faculty Handbook. Programs to develop, expand and update faculty teaching skills and peer review of teaching performance are important mechanisms for enhancing the quality of faculty members' teaching, as well as for assessing and evaluating faculty members' performance in preparation for considerations of awarding tenure, promotion, or for other enhanced reviews.

Peer review of teaching is required for all tenure candidates. This requirement applies to tenure candidates who will be reviewed in the tenure review cycle ending June 2020. A minimum of two peer reviews of teaching in the faculty member's primary teaching setting are required for every tenure track faculty member, typically during the second and fourth years of the probationary period (with the setting, representative of the faculty member's teaching responsibilities, to be determined by the department chair in consultation with the faculty member). The peer review required for tenure track faculty members must include observation of teaching, irrespective of the subject being taught, the mode of course delivery (i.e., face-to-face, online, hybrid), and the instructional method (i.e., lecture, lab, seminar, research, clinical, independent study), as well as the other activities related to the assessment of teaching (e.g., teaching materials, syllabi, assessment methods, and learning outcomes). The peer review assessment should be submitted as part of the faculty member's next annual review. Should the initial peer review of teaching indicate the need for improvement, a formal improvement plan must be developed as part of the next annual review.

College plans for achieving the above faculty development and accountability goals must be submitted to the chief academic officer for review and approval. The approved plan shall be included in the college bylaws. The plan should be developed through a collaborative process between faculty members and administrators and should address the materials to be reviewed, the selection, training and role of the peer reviewers, the communication and use of the peer review assessment, minimum requirements for peer review reports, the selection of faculty members for peer review of teaching, and other relevant items. Colleges may elect to require peer review of teaching for faculty members to be considered for promotion, post-tenure review, or other enhanced reviews. The college plan should include information on when peer review of teaching will be an option or required beyond the requirement for tenure track faculty.

In addition to peer review of teaching prescribed in college plans, a faculty member may request that the department chair initiate a peer review of his or her own teaching at any time. The department chair may also request that peer review of teaching be conducted based on a determination that there is an issue with the faculty member's teaching performance; in such a case, the department chair shall provide a written rationale for additional peer review to the faculty member and the dean. The dean will make the final determination.

Any faculty member who feels aggrieved by the peer review of teaching as applied to him or her may appeal through the provisions of Section 7.

4.12 Locus of Tenure

Source Document: August 2018 UTHSC Faculty Handbook - last edited to insert Peer Review of Teaching Language 1/31/19