

To: Department Heads, Deans and Executive Directors
From: Ken Wilson, Vice-Provost, Faculty Relations and Chair, University Review Committee
Date: January 12, 2021
Subject: Teaching Assessment

Colleagues,

I would like to remind you that it is your responsibility to assign experienced faculty to conduct peer evaluations of all faculty, especially those coming forward for renewal, tenure or promotion, and for those using these evaluations as basis for merit. In addition to the peer evaluations, regular student teaching evaluations using an approved evaluation tool are expected.

URC Expectations for Teaching Assessment

For tenure and promotion, the University Standards require an assessment of teaching performance based on a series of evaluations of a candidate's teaching performance and teaching materials over a period of time. The assessment will involve both peer and student evaluations of teaching evidence of performance described in Table II of the Standards. Evaluations will be obtained on an ongoing basis and should be shared with the candidate for formative purposes. Specific details and expectations are found on pages 5 and 6 of the 2002 and 2011 University Standards.

As per the University Standards, peer and student evaluations will be coordinated by the Dean or Department Head (or designate) and will require consultation with the candidate to ensure that all committees have the necessary information upon which to base a decision. Note, Deans or Department Heads are responsible for selecting and organizing peer reviews and should not allow faculty to choose their own reviewers.

The University Standards are clear that a series of evaluations, over a period of time, on an ongoing basis are required for all cases. Departments or Units and Colleges should not expect URC to respond favorably to recommendations lacking the necessary evidence of peer and student evaluations. Yearly student assessments are expected, and cases should have multiple peer assessments for all courses over a period of time.

The University Standards clearly state that the necessary documentation and evidence for a candidate's case files is a shared responsibility. The role and expectations of the candidate, Department Head, and Dean are explicitly articulated in the Standards, and must be carried out in a timely manner. All faculty must review University Standards and update their case files on a regular basis.

Sincerely,



Ken Wilson