

DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY, AND SOCIAL WORK

GUIDELINES FOR PEER VISITS TO CLASSES

Approved by Department: May 2001

1. Peer visits to classes may contribute significantly not only to evaluation of colleagues, but also to their development as effective teachers. Peer visits concerned with mentoring may be followed by written comments that serve as useful bases for discussions of pedagogy. Written comments intended primarily for mentoring may not be included in department files or in candidates' files used for personnel reviews. The remainder of these guidelines for peer visits pertain to the use of visits for evaluation rather than mentoring.
2. The chair will visit classes of first-year faculty and of reappointment candidates during their second year of service and of tenure candidates during their fifth year of service. The chair may choose or be invited to visit classes at other times.
3. In addition to the chair, at least two other department members selected by candidates will visit classes of reappointment candidates during their second year of service and of tenure candidates during their fifth year of service. Candidates may also invite additional members of the department to visit their classes.
4. Visitors should observe no fewer than two classes. Candidates may invite visitors to attend more classes.
5. Class visitors will make appointments with candidates for class visits and will not attend classes unannounced.
6. Visitors should, when possible, try to schedule visits so as to cover as wide a range of courses, instructional methods, and materials as feasible.
7. Before class visits, candidates should supply colleagues with copies of the syllabus, any relevant assignments, and any relevant information about the design and goals of the course and the particular class meeting.
8. Visitors will normally remain for the duration of the class and will try, as far as possible, to observe the coverage of an entire topic or text.
9. Visitors should not participate directly in the class unless invited to do so by the candidate.
10. Visitors should report to candidates either orally or in writing shortly after their class visits.

11. If the report of the class visit has been delivered to the candidate orally, the candidate may summarize the comments and request that the visitor sign the summary.
12. Written reports of class visits are entered into the department's personal file for the candidate. The candidates may, at their option, include these reports in personnel files used for second-year, third-year, tenure, and promotion reviews.
13. Visitors may draw on their observations in the department's meetings to review candidates and may incorporate their observations into letters for candidates' reappointment, tenure, or promotion.
14. In order to continue a dialogue on pedagogy, candidates may request to visit the classes of visitors.