

**Policies and Guidelines**  
**Department of History**  
**Texas Tech University**

**Peer Teaching Evaluations**

Peer committees shall be composed of tenured faculty who will conduct one prearranged classroom visit per academic year. Additional classes will be observed during the third year review and for purposes of tenure and/or promotion.

Peer evaluations will focus primarily on the following:

- Course organization: Please comment on course syllabi and descriptions.
- Evaluation of exams and assignments
- Organization and effectiveness of a lecture or discussion
- Knowledge and clarity of material presented
- Ability to respond to student questions
- Ability to maintain interest and a positive learning environment
- Willingness to meet with students outside the classroom through office hours and individual appointments.