



COLLEGE OF ARTS & SCIENCES

TEXAS TECH

College Operating Policy and Procedure

CAS OP 7.1: Peer Teaching Evaluations

DATE: January 10, 2025

PURPOSE: The purpose of this College Operating Policy/Procedure (COP) is to standardize best practices for Peer Teaching Evaluations (PTE) in all departments and academic units (hereafter “departments” in the College of Arts & Sciences (CAS)).

POLICY/PROCEDURE:

I. Overview:

- a. CAS is committed to the promotion of excellent teaching across all departments. To that end, each department must maintain written policies and procedures detailing its regular administration of Peer Teaching Evaluations (PTE).
- b. A copy of these written policies, and all subsequent revisions to those policies, must be kept on file in the Office of the Dean.

II. Frequency:

- a. Tenured faculty must be evaluated at least once every six years.
- b. Full-time, untenured faculty must be evaluated at least once per year, including the year during which the faculty member is applying for tenure and/or promotion.
- c. Full-time, non-tenure acquiring faculty must be evaluated at least once per year. This includes, but is not limited to, Lecturers and Professors of Practice.
- d. Additionally, when possible, Adjunct Instructors and Graduate Part-Time Instructors should be evaluated routinely.

III. Committee Structure and Reporting:

- a. As a best practice, PTEs should be conducted by a PTE Committee consisting of two to three faculty members. Additionally, as a best practice, as applicable by situation, committee makeup should vary each year.
- b. Departments must determine the eligibility of faculty at various ranks for service on a PTE Committee. More specifically, departments must determine whether non-tenure acquiring faculty are eligible to serve on a PTE committee.

IV. Evaluation Content and Reporting:

- a. For each faculty member under evaluation, PTE Committees are expected to a) review course syllabi, and b) visit at least one class (if taught face-to-face) or review an instructor’s online learning platform (if taught online and/or remotely).
- b. Individual PTE Committee members should refrain from submitting separate reports.
 - i. Instead, each PTE Committee should produce a single report.
 - ii. Reports should be concise (no more than 3 pages in length) and should include specific points of action, as needed, with an aim toward mentoring.
- c. All PTE Committee Reports should be submitted directly to the Department Chair and kept on file for use in Tenure and/or Promotion Dossiers, or Comprehensive Performance Evaluations, as applicable.

V. Exceptions:

- a. Departments may petition the Dean for allowable exceptions to these guidelines, provided they do not contradict TTU Operating Policies.