



**COLLEGE OF HUMAN SCIENCES
TEACHING EFFECTIVENESS COMMITTEE**

CHARGE

The Teaching Effectiveness Committee provides a mechanism for peer evaluations of teaching effectiveness. Evaluation by committee members is primarily to support the development of excellence in teaching. Also, these evaluations will be utilized by chairpersons and the Dean as a component for various decisions, among which are tenure, promotion, annual reviews, and awards or designations.

RESPONSIBILITIES

Committee members will

1. Attend class of peer and evaluate teaching
2. Evaluate teaching materials provided by evaluated individual
3. Create and submit evaluation reports upon completion to the Teaching Effectiveness Committee Chair to be reviewed and forwarded to the individual being evaluated and the Chair of their Department
4. Meet with evaluated faculty members to discuss report if requested
5. Assume other teaching-related duties as assigned by the Dean

MEMBERSHIP

1. The committee consists of four faculty members from each academic unit, of which at least two are tenured faculty. The chairperson or school director provides names of committee members.
2. Committee members serve a one-year term and can be reappointed.
3. Committee members should be available to conduct four or more evaluations in an academic year depending on the requests of faculty members
4. The chairperson of the committee will be designated by the Associate Dean for Academics and Faculty each year, preferably someone who has served on the committee for at least one year previously.
5. The committee chairperson coordinates teaching evaluations and submits a summary report of the committee's activity to the Associate Dean for Academics and Faculty before the end of the academic year.



OPERATING PROCEDURE

1. As soon as possible, after the fall and spring semesters begin, the chair of the Teaching Effectiveness Committee sends out an invitation for course evaluations.
2. Once a list of faculty wishing to be evaluated is compiled, committee members will be asked to choose evaluations from a list provided, with the likelihood of four or more evaluations in the academic year (two per semester). **Committee members should avoid observing individuals in their own department if possible.**
3. Any faculty member may request an evaluation.
4. In addition to the materials listed below, the faculty member being evaluated will submit dates where the evaluator **should not** attend their class. All other dates will be considered for evaluation, and the evaluator may attend any of these class periods without giving notice ahead of time.
5. As noted in the TTU Tenure and Promotion Policy ([OP 32.01](#)), untenured faculty members should be evaluated annually during pre-tenure employment. Faculty members contemplating promotion should be evaluated minimally the year before applying for promotion, but optimally the two years before applying for promotion.
6. Each person requesting an evaluation is visited by a committee member in the evaluation period. An evaluation instrument ([Teaching Effectiveness Evaluation Worksheet](#)) that outlines specific criteria for evaluation is used to guide the observations. This instrument will be provided in advance to the faculty member requesting evaluation.
7. When requesting an evaluation, the person should provide the following information (this information will be collected by the Teaching Effectiveness Committee Chair and distributed to the evaluator):
 - a. all class dates where evaluations **should not be done** (e.g., test days, no class days, etc.)
 - b. course teaching materials such as media, class website, syllabi, evaluation procedures, course requirements, and test examples.
8. The committee member will evaluate the material and visit/evaluate the class during a class period not listed as unavailable. **The visit of the evaluator to the class will not be announced.**
9. The committee member's report should be submitted within two weeks of completion to the chair of the Teaching Effectiveness Committee for review after which the report will be forwarded to the individual who is being evaluated and the Chair of the Department.



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10. If a faculty member has questions about the report, they may request that the chair of the Teaching Effectiveness Committee arrange a meeting with the observer to discuss these questions.

DOCUMENTS INCLUDED

[TTU OP 32.01 Promotion and Tenure Standards and Procedures](#)

[Teaching Effectiveness Evaluation Worksheet](#)

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