Department of Spanish, Italian, and Portuguese   November 2022

Peer Evaluation Committee Guidelines: Academic General Faculty

Principles

- The Department of Spanish, Italian, and Portuguese hereby establishes an annual evaluation process that has been designed by the academic general faculty and reflects qualities distinctive to our positions. This review system is subject to revision as the Department sees fit.

- The goals of the review process are twofold: to inform the Chair about the full range of professional activities undertaken each year by faculty; and to promote mutual appreciation of Department members' contributions in teaching and service. The Department welcomes an opportunity to recognize exceptional accomplishments in teaching and service, and this review process will encourage such recognition.

- The Chair will report to the Dean the collective scores in teaching and service exactly as they are provided by the PEC. The Chair will make every effort to ensure consistency with PEC evaluations of performance when recommending the higher or lower salary raise for each faculty member. For example, if a faculty member receives high scores across all categories from the PEC, the Chair should not choose the low salary raise. The Chair is expected to act objectively and fairly when recommending raises, which should be aligned to performance and based on the PEC evaluation of the performance of each faculty member.

- Feedback from peer review is important. The Chair will provide written narrative feedback to each faculty member.

- This document and the evaluation rubrics were developed in accordance with the guidelines of the Task Force on Best Practices for Annual Peer Reviews in the College of Arts & Sciences (Spring 2019)

- This is a living document that can and should change over time in response to faculty input.

Process

1. The Department will elect five academic general faculty members (AGFM) to serve two-year rotating terms on the Peer Evaluation Committee (PEC). The Chair serves as ex-officio. If an elected member is on leave, she or he can choose to delay the appointment.

2. By a date to be determined by the Chair, in late February (or asap during the early Spring semester), every AGFM will submit an annual report using the College's online reporting instrument. The report will cover professional activities in the previous calendar year, not

the academic calendar. Each AGFM will also submit a reflective narrative contextualizing their professional work as well as a self-assessment using the Service Rubric and the Teaching Rubric. These materials will be submitted to File Drop in the SIP AGFM Annual Evaluation Collab site. All AGFM will submit the annual report and supporting materials, including those on 1-year contracts, 3-year contracts, and visiting positions.

3. The Department administrator will maintain a general file of all this material and make the file available to the PEC for review.

4. The PEC will score faculty on Teaching and Service, using the Service Rubric and the Teaching Rubric, and write a brief narrative report of each AGFM.

5. The PEC will discuss each of these faculty reports. Committee members will recuse themselves in cases of conflict of interest and will not evaluate themselves. The PEC members will convey their collective evaluation of faculty productivity to the Chair, following the AGFM rubrics, making every effort to note exceptional work in teaching and/or service.

6. Each faculty member will receive a written performance report that includes the Peer Evaluation Committee's scores and written summary with the Chair's evaluation as will be presented to the Dean's Office. Following receipt of their annual feedback, faculty members may respond to their evaluation and suggest corrections to the Chair. If necessary, the faculty member may file an appeal, which will be considered by the Peer Evaluation Committee, and one additional AGFM faculty member selected by the Chair. Appeals must be filed with the Chair within a maximum of two weeks after receipt of the performance report (appeals are not retroactive).

Evaluation criteria

After considering a range of models and after gathering feedback from the AGFM in the Department, the PEC designed and finalized two rubrics for evaluation of teaching and service – a Service Rubric and a Teaching Rubric. Annual evaluation of AGFM is based on 90% teaching and 10% service. Each AGFM earns a score out of 10 points for Service and a score out of 10 points for Teaching. Exceptional contributions are noted in the narrative report submitted to the Chair.