

Enhanced Peer Review of Teaching (EPRT) Guide:

Please note that this document is prepared to use with the Enhanced Peer Review of Teaching (EPRT) process outlined in the [RTP P&G](#).

All peer evaluators must be tenured faculty members.

Number of Enhanced Peer Evaluations Required

- All tenure-track faculty members shall receive a minimum of two enhanced peer evaluations during any RTP cycle.
- Each tenured faculty member who will be reviewed for promotion to professor shall receive a minimum of two enhanced peer evaluations within one year before the e-dossier is due for a promotion review.

I. **Follow this section if you are** a first-year tenure-track faculty (without any prior credit towards tenure) seeking **“Retention for the 3rd Year”** to meet the minimum requirement for the process of EPRT:

EPRT Evaluations During Current Academic Year		E-Dossier Due Following September
Fall*	Spring*	
EPRT required to occur (one evaluator, formative & summative) for placement in September E-dossier	EPRT required to occur (one evaluator, formative & summative) for placement in September E-dossier	Retention for 3 rd Year

* A different evaluator for each semester.

Suggested Steps (The steps below also apply to EPRT for online courses. The difference is that the peer evaluator must be given appropriate evaluator access during a specific window of time to the D2L course in lieu of a face-to-face class visit):

- a) **First Evaluation – Fall Semester-** two visits: Schedule two visits of one Peer Evaluator (tenured faculty) to come to the same class to spend a minimum of 50-55 minutes for each visit. These visits would ideally be 4-6 weeks apart within a standard semester (2-3 weeks for 8-week semester). The evaluator will use the standard EPRT form developed for your college (check with your department chair to get a copy of this form). After the first visit (formative evaluation) schedule a separate meeting with this evaluator to receive formative feedback within one week of the evaluation. No formative feedback should be placed in the e-dossier. After the second visit (summative evaluation) you will receive a Formative/Summative evaluation report (via e-mail or a scheduled meeting) from the evaluator.

- b) Second Evaluation - Spring Semester – two visits: You will need to repeat Step a) above in the Spring to conduct the second peer evaluation by a different evaluator (tenured faculty).
- c) The **two** Formative/Summative reports, one from Step a) and one from Step b) (one from Fall and one from Spring), will need to be placed in the e-dossier. (Make sure these are “Formative /Summative Reports” received after the second visits from the two evaluators). It is strongly recommended to reflect and comment on these peer evaluation reports in Area 1 narrative.

II. Follow this section if you:

- 1) will be submitting an e-dossier next fall seeking **Retention for the 4th Year** or
- 2) will be submitting an e-dossier next fall seeking **Retention for the 5th Year**

EPRT Evaluations During Current Academic Year	E-Dossier Due Following September
<p style="text-align: center;">Fall or Spring</p> <p>EPRT required to occur (two evaluators-same class session, formative & summative) for placement in September E-dossier</p>	<p style="text-align: center;">Retention for 4th & 5th years</p>

Faculty who are seeking “**Retention for 4th or 5th year**” will be evaluated by two evaluators (tenured faculty) for the formative and summative evaluations, which should occur within the same course and semester. Although attending the same class sessions, these two evaluators should not discuss or compare evaluations as each should be completing their own evaluation independently to provide feedback. If the faculty member under review teaches both in person and online courses, the faculty member and the chair should mutually agree on the modality to be observed.

Suggested Steps: Evaluations may occur either in the Fall or Spring.

- a) Schedule two peer evaluators (tenured faculty) for the same course for two visits. These two peer evaluators will visit on the same day for observation and spend a minimum of 50-55 minutes per visit for face-to-face class or will need to be given appropriate evaluator access during the same window of time to D2L for online course. These visits would ideally be 4-6 weeks apart within a standard semester (2-3 weeks for 8-week semester). The evaluators will use the standard EPRT form developed for your college (check with your department chair to get a copy of this form). After the first visit (formative evaluation) schedule a separate meeting with each of the two evaluators to receive formative feedback within one week of the evaluation. *No formative feedback should be placed in the e-dossier.* After the second visit (summative evaluation) you will receive a “Formative/Summative evaluation report” (via e-mail or a scheduled

meeting) from each of the evaluators.

- b) The **two** Formative/Summative reports, one from each evaluator, will need to be placed in the e-dossier. (Make sure these are “Formative /Summative Reports” received after the second visits from the two evaluators). It is strongly recommended to reflect and comment on these peer evaluation reports in Area 1 narrative.

III. Follow this section if you:

- 1) will be submitting an e-dossier next fall seeking **Retention for 6th Year,**
- 2) will be submitting an e-dossier next fall seeking **Tenure, or**
- 3) are an Associate Professor seeking **Promotion to Professor**

EPRT Evaluations During Current Academic Year	E-Dossier Due Following September
<p style="text-align: center;">Fall or Spring</p> <p>EPRT required to occur (two evaluators, two different classes summative) for placement in the September E-dossier</p>	<p>Retention for 6th year, Tenure, & Promotion</p>

Faculty who are seeking retention for 6th year, Tenure, or Promotion will be evaluated by two evaluators for only summative evaluations, which should occur within different courses. If the faculty member under review teaches both in person and online courses, then one of each modality must be evaluated.

- a) First Evaluation – either semester- one visit: Schedule one visit of one Peer Evaluator (tenured faculty) to attend one in-person class and spend a minimum of 50-55 minutes for each visit /be given appropriate evaluator access during a specific window of time to D2L for online course. The evaluator will use the standard EPRT form developed for summative evaluations for your college (check with your department chair to get a copy of this form). After the visit (summative evaluation) you will receive a “Summative Evaluation Report” (via e-mail or a scheduled meeting) from the evaluator.
- b) Second Evaluation – either semester – one visit: You will need to repeat “Step a” above to conduct the second peer evaluation by a different evaluator.
- c) The **two** Summative reports, one from step a) and one from Step b) (one from each evaluator), will need to be placed in the e-dossier. It is strongly recommended to reflect and comment on these peer evaluation reports in Area 1 narrative.

End of EPRT Guide

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