

Peer Review of Teaching: Faculty Requirement

The College of Medicine will continue the Annual Peer Review of Teaching process for the 2020-2021 academic year.

The requirement for an **annual summative review applies to any faculty member who teaches medical students in the classroom at least 6 hours per year or who intend to go up for promotion and/or tenure**. Please note that faculty pursuing promotion/tenure are required to have received three summative evaluations as a part of their portfolio. **Formative reviews are open to any faculty member for the purpose of receiving feedback on teaching performance**. For this academic year, peer reviews are available for large group lectures, small group facilitation and clinical bedside teaching.

The types of available peer reviews are **formative** (requested by the faculty member for their own personal growth as an educator) and **summative** (annual review that can be included as part of the annual evaluations with your Department Chair and for your promotion and tenure folder.) Reviews will take place throughout the year in accordance with teaching assignments of each faculty member and availability of reviewers. **Please review the attached policy for complete information on the program.**

It is the **responsibility of any faculty member requiring an Annual Summative Peer-Review or desiring a Formative Peer-Review** to contact Stephanie Gabrielsen, Faculty Affairs Coordinator at sgabrielsen@health.fau.edu **at least 2 weeks prior to the observation** and provide the following information in order to schedule a formative or summative peer-review of teaching:

1. Your Name
2. Course Name and Course Director's Name
3. Date, Time and Location of the teaching you would like to be observed
4. Indicate if it is a Formative or Summative Peer-Review of Teaching

One week before a scheduled peer review faculty are required to send a copy of the course syllabus, lecture slides and any relevant teaching materials and a completed Peer Review Pre-Observation form.

Please note that there will **no longer be any post-hoc Summative Peer-Reviews provided to faculty members who do not schedule an Annual Peer-Review of Teaching** in accordance with the policy. Not scheduling a necessary review could be noted on the faculty member's departmental annual review in the area of professionalism/citizenship.

Attachments:

1. **FAU Peer Review of Teaching Overview**– Provides a complete description of the program's background, overview, and procedures.
2. **FAU Peer Review of Teaching Pre-Observation Form**– Fillable PDF to submit to the Office of Faculty Affairs with lecture materials and course syllabus 1 week prior to scheduled review.
3. **FAU Peer Review of Teaching Forms (Summative and Formative)**- Versions of the relevant peer review form for large group lectures, small group facilitation and clinical bedside teaching to be completed in MYEVALUATIONS by the reviewer, the summative form becomes a part of a faculty member's annual evaluation and promotion/tenure portfolio.