**Procedures for Department of Anthropology Peer Review of Class Teaching**

1. **Scope.** It is the expectation of the Department of Anthropology that both primary and secondary unit faculty will ensure that the courses they teach with ANTH and ANTH-cross-listed designators will undergo peer review by anthropology faculty. Peer review will consist of an evaluation of the course syllabus, course materials and a classroom visit. For untenured primary unit faculty, it is suggested to have one at least course reviewed per year before 3rd year review; all courses you have taught must undergo peer review before submitting a file for Tenure & Promotion. For secondary unit criteria whose teaching responsibilities are limited, it is suggested to have one course reviewed before 3rd year review and the rest before Tenure & Promotion For tenured faculty, courses can be reviewed as needed for promotion or post-tenure review.It is especially important that courses with sole ANTH designators undergo peer review as it is likely that primary unit T & P committees will not consider those courses as part of their peer review process.
2. **Arranging the visit:** It is the responsibility of each faculty member who needs a course to undergo review to ask a member of the anthropology faculty to perform the review. You may ask anyone to review your course, the one exception being you may not request a review from some whose course you reviewed that same AY. Prior to the classroom visit, the visiting faculty (i.e. the faculty member making the class observation) shall be provided with the syllabus, as well as texts, and other materials provided to students scheduled on the day of the visit.
3. **Briefing (optional):** The visitor may also meet with the visited faculty member prior to the visit to be briefed on the instructor’s history in teaching the course, the course objectives, any problems that have been encountered in the class and any other matters the instructor feels will assist the visitor in understanding the class better.
4. **The Visit:** Visits may be prearranged or unannounced according to the wishes of the instructor. During the visit the visitor should make notes pertinent to filling out the peer review form and should fill it out within a day of the visit.
5. **Debriefing:** Following the visit the visitor shall share the completed form with the instructor and discuss his/her observations in a manner that allows the instructor to respond to criticism.
6. **The Report:** Within a week of the visit the visitor shall file a written one-page report evaluating the instructor’s classroom performance, along with the completed form (below) and a list of all the topics covered/activities observed during the visit, with the Department Chair. This report shall become part of the instructor’s permanent file.

**Anthropology Peer Review of Classroom Teaching**

**Faculty Member Reviewed: Reviewer:**

**Course Name & Number:**

**Enrollment Numbers: Attendance Numbers:**

Fill in observations for each section. Use the prompts under each heading to guide observations. Not all will always be relevant.

**A. Learning Atmosphere**

• Encouraged broad student participation

• Responded appropriately to questions and comments

• Encouraged critical thinking

• Showed enthusiasm for subject

• Explained ideas at an appropriate level

• Is classroom conducive to learning?

**B. Course Organization**

• Syllabus, handouts and visual displays appropriate to course description and objectives

• Class content reflected course objectives

• Material presented clearly

• Class time used effectively

**C. Display of fairness and concern toward students**

• Grading procedures appropriate

• Grading clearly explained in syllabus

• Grading procedures applied as described

• Responded appropriately to students concerns

• Are tests and assignments appropriate to subject

• Makes useful comments on papers and exams

**D. Display of knowledge of subject matter**

• Displayed command of subject matter in class

• Texts indicate awareness of current state of field

• Employs teaching methods suitable to subject area

• Utilizes new teaching technologies when available and applicable

**Observer’s Signature: Date:**