

History Department Peer Review Policy (Approved Unanimously on 3-23-2016; **Updated April 3, 2024 by unanimous vote**)

A. The department establishes the following minimums with respect to peer review:

1. Probationary faculty (untenured tenure-line faculty and non-tenure line faculty who have taught in the department for less than six years) must be peer reviewed at least once per year.
2. Senior Lecturers and other non-tenure track faculty who have taught in the department for at least six years must be peer reviewed at least once every three years.
3. Tenured faculty must have a peer review at least once during the five-year interim prior to their post-tenure review.
4. ***Using the Department's Peer Reviewer Request Form, faculty members seeking peer review shall choose a primary colleague willing to offer a peer review during the academic year. The Department Chair shall then choose the second faculty member to be involved in the review in order to monitor "an orderly rotation of all faculty of the responsibility for peer observations."***

B. Regular peer review consists of ***a combination of*** classroom observation (***for face-to-face classes***), review of teaching/instructional/***AsU Learn*** materials, and direct consultation with the instructor being reviewed. Two different faculty colleagues working as a team must be involved in the process of a peer review ***and may choose the specific duties expected of each other for an appropriate conducting of the review.***

***C. Using the department's Peer Review Form, faculty members conducting a review/observation report the results to the Department Chair, with a copy provided to the faculty member being reviewed, within ten (10) calendar days following the observation. The faculty member being reviewed may request an additional peer review by a different faculty member and may also provide a written response to any peer observation. All written responses must be presented to the Department Chair within seven (7) calendar days from the receipt of the peer review/observation and shall be attached to the peer review/observation report.***