

Shawnee State University

POLICY TITLE:	PEER EVALUATION OF FACULTY TEACHING
POLICY NO.:	2.27
ADMIN CODE:	3362-2-27
PAGE NO.:	1 OF 3
EFFECTIVE DATE:	12/13/2025
NEXT REVIEW DATE:	12/2030
RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

This policy serves to support the teaching mission of Shawnee State University and encourage all full-time faculty at Shawnee State University to achieve excellent performance in teaching. In accordance with ORC 3345.451, each faculty member will undergo a peer evaluation of their professional development as it relates to teaching.

2.0 NON-TENURE TRACK FACULTY

- 2.1 Non-tenure track, full-time faculty employed on term contracts who have been issued a renewal contract will be subject to this policy.
- 2.2 During the second year of employment, the non-tenure track full-time faculty member will be assigned a faculty peer evaluator by the Department Chair or School Director. The peer evaluator will conduct an in-class observation of the non-tenure track faculty member as described in section 4.2.2.
- 2.3 Following the peer evaluation, the Department Chair/School Director shall recommend to the Dean, who shall further recommend to the Provost, if the non-tenure track faculty member should receive an offer of renewal or be notified of non-renewal. Non-tenure track faculty who are covered by a collective bargaining agreement will receive notice of this decision according to timelines stated in the collective bargaining agreement.
- 2.4 If a non-tenure track faculty member is renewed, they must undergo faculty peer evaluation in every third year of employment in the same position, following this first peer evaluation.

3.0 TENURE TRACK FACULTY

- 3.1 Faculty in the first three years on the tenure-track are required under Procedure 2.15 University Promotion and Tenure System to have at least one classroom observation per year conducted by their Chair, School Director, or Dean. These faculty are also expected to have regularly scheduled meetings with a department mentoring committee.

- 3.2 The observation and records from their mentoring committee will serve as peer evaluation of the faculty member's professional development in teaching. In a year when the observation is conducted by the Dean or School Director, the mentoring committee will review the observation report, meet with the faculty member, and provide a summary report to the School Director and Dean.
- 3.3 When a tenure-track faculty member is continuing on a 3-year contract, the department mentoring committee will provide yearly reports to the Chair/School Director, which will be shared with the Dean.

4.0 TENURED FACULTY

- 4.1 Tenured faculty will undergo peer evaluation of their professional development in the area of teaching every three years.
 - 4.1.1 As this policy is implemented, the tenured faculty members in a department will be placed on an annual cycle so that not all faculty are being reviewed during the same year. This schedule will be on file with the College Dean.
 - 4.1.1.1 Faculty will be provided with their scheduled year for peer evaluation, and a reminder will be sent by the College Dean to the faculty member during the first week of the fall semester during the review year.
- 4.2 The faculty member will work with the Department Chair/School Director to select a peer evaluator. This may be from their home or other department/school. Prior to the date of the regularly scheduled faculty annual performance evaluation, the faculty member may complete the peer evaluation in one of two ways:
 - 4.2.1 Provide a written summary of the teaching related professional development activities over the past three years to the evaluator, and schedule a meeting to discuss the activities and what they gained from engaging in the activities. The evaluator will send a summary of the professional development activities and their evaluation to the Chair/School Director; or
 - 4.2.2 Invite the peer evaluator to conduct a classroom observation. The faculty member will provide the peer evaluator with access to course materials and/or access to the course in the University learning management system. The peer evaluator will then conduct an in-class observation. This may include review of the digital course design in asynchronous online courses, virtual attendance of a synchronous online class session, or in-person attendance of a regular class meeting.

- 4.2.2.1 Following the class observation, the peer evaluator will complete the standard observation form and meet with the faculty member to provide feedback on course materials and recommendations for alternate pedagogical approaches, assessments, or engagement in professional development activities to be considered over the next three-year period.
- 4.2.2.2 The peer evaluator will provide the Department Chair/School Director with the completed evaluation and a summary of recommendations shared with the faculty member.
- 4.2.2.3 Once the peer evaluation has been conducted and summary provided to the Department Chair/School Director, the faculty member and Chair/School Director will review the results and recommendations during the annual faculty performance evaluation for that year.
 - 4.2.2.3.1 The peer evaluation and recommendations will be incorporated into the Department Chair/School Director's annual evaluation report and into the faculty member undergoing evaluation of planned professional activities for the coming academic year.

5.0 PREVAILING PROVISIONS

- 5.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association prevails over any conflicting provisions adopted in this policy.
- 5.2 Beginning August 23, 2027, Policy 2.27 Peer Evaluation of Faculty Teaching, as amended where applicable, prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 12/13/2025