

**University of Dayton
School of Law
Policy on Peer Review of the Teaching of Long-Term Faculty**

1. Introduction

This policy on peer review of the teaching of long-term faculty at the University of Dayton School of Law (UDSL) is intended to comply with the University of Dayton Academic Senate Document I-06-11 on Review of Tenured Faculty, passed April 23, 2010.

The relevant section of the *University of Dayton Faculty Policy and Governance Handbook* is Section IV.4.C.(2)a and b, which states:

IV.4.C

2. Evaluation for tenured faculty members (See also Senate document I-06-11)

a. The Departmental Chairperson or program director has the responsibility to see that results of the faculty evaluations for tenured faculty members are submitted to the Dean at least biennially. Included in these results will be the following:

- Evaluation of teaching ability
- Scholarly and professional activities
- Service to the University
- Public service
- A summary of consultation with the faculty member on the above items.

b. Each tenured faculty member must be evaluated by peers, using a method acceptable to the department, at least once during each six-year interval. Departmental post tenure review plans generally need not involve evaluation processes in addition to those by which faculty members are commonly evaluated, as long as a peer evaluation component is included. (See also Senate Document I-06-11, approved *Month Day, Year.*)

Part (a) of the policy quoted above was in the Handbook before the 2010 revision. This Policy on Peer Review of Tenured Faculty addresses Part (b) shown above.

As described in Part B of the Academic Senate Document 1-06-11:

“The review processes described in this statement provide an opportunity for faculty to reflect on their past academic career, assess their current status, and articulate their expectations for the future. The involvement of peers serves as a source of feedback on a faculty member’s academic career and a guide for future professional growth. Based on this feedback, each faculty member assumes responsibility for the pursuit of his/her own professional development.”

While the annual review by the Dean includes a summative component, the peer review of teaching of long-term faculty members is intended to be formative. Peer review is a unique opportunity for the long-term faculty member to assess his or her professional accomplishments and plan for the future with the aid of colleagues in an atmosphere characterized by support and positive intent.

2. Who must be reviewed

Non-administrative 1) tenured Professors of Law and 2) Professors of Lawyering Skills with five-year contracts¹ (together “long-term faculty”) will be reviewed at least once during each six-year interval. Deans, Associate Deans and Assistant Deans will not be reviewed while serving in their administrative positions, but will be reviewed in the sixth year after completing their administrative service and every six years after that.

The review may not be waived for any long-term faculty member unless the long-term faculty member has signed a commitment to retire no later than the end of the academic year ending two years after the academic year designated for review. The review may be deferred in rare circumstances when the review period may coincide with an approved leave. Deferral of review of a long-term faculty member normally should not extend beyond one year from the academic year originally designated for review. In addition to the mandatory review, a long-term faculty member may voluntarily undergo a review at any time; if a long-term faculty member voluntarily undergoes a review his/her next mandatory review will be in the sixth academic year following the academic year of his/her voluntary review.

3. Timing of reviews

Reviews will be undertaken during the sixth academic year after the academic year in which the long-term faculty member is reviewed for 1) tenure or 2) the granting of his/her first five-year contract, and every six academic years subsequently (except for deans, as noted earlier).

¹ The Faculty Recruitment and Development Committee raised the question of whether the Professors of Lawyering Skills who have five-year contracts are subject to the University’s policy on review of tenured faculty. According to Associate Provost Patrick Donnelly, the intent of the policy, as directed by the Board of Trustees, is to ensure that all long-term faculty are evaluated. Associate Provost Donnelly stated by email that, to the extent that Professors of Lawyering Skills are employed full-time for longer than six-year periods, he believes peer-evaluation is “appropriate.”

The Associate Dean will keep a schedule of the review dates for each long-term faculty member, and ensure that the reviews are completed when due. Reviews may be undertaken any time during the academic year, but are to be completed by May 15.

4. The review committee

The review committee for each long-term faculty member will be appointed by the Dean in consultation with the long-term faculty member being reviewed. The review committee will normally consist of two members. The members of the review committee shall be long-term faculty members. Administrators may not serve on review committees. The long-term faculty member being reviewed may suggest review committee members to the Dean. Once potential review committee members are identified, an opportunity for comment will be given to the long-term faculty member. When a long-term faculty member reasonably objects to a review committee member the Dean will give serious consideration to that objection. The final decision about review committee membership, however, will be made by the Dean.

5. Required area of review

The sole objective of the review committee is to collaboratively review the long-term faculty member's teaching. Considerable information about any faculty member's teaching is contained in the annual activity reports that are provided to the Dean along with student evaluations. The review committee's evaluation of teaching, therefore, should include classroom observation by at least one member of the review committee and a review of representative syllabi, assignments, tests, and other written or on-line materials from courses taught recently.

6. Materials provided to the review committee

The annual faculty activity reports for the long-term faculty member under review for the years since the last review, or for the five years prior to the current review (whichever is shorter), will be provided to the review committee by the Dean. The long-term faculty member under review must provide representative course syllabi, assignments, tests, and other materials from recent courses. In addition, the long-term faculty member may provide any other information the long-term faculty member deems relevant to the review process.

7. The review committee report

The review committee will prepare a report of findings and submit that report to the long-term faculty member prior to a meeting of the review committee with the long-term faculty member. After the meeting, appropriate revisions will be made to the report. The review committee will submit the final report to the long-term faculty member being reviewed.

The review committee also will prepare a summary of the review process and, after its meeting with the long-term faculty member, it will submit to the Associate Dean the summary of the review process, including: a) the dates of classes reviewed; b) a list of materials reviewed; c) a chronology of meetings of the review committee, both with and without the long-term faculty member; d) a statement that a draft was prepared, it was reviewed by the long-term faculty member, and it was discussed by the long-term faculty member and the review committee members; and e) a statement that a final report was given to the long-term faculty member.

In keeping with the developmental emphasis of the review of long-term faculty, the review committee's final report will not be made part of the long-term faculty member's personnel record. The only notation in the long-term faculty member's personnel record will be the summary of the review process.

8. Confidentiality

The review committee will keep all information shared and the discussion relating to the peer review confidential, with the sole exception of the summary of the review process that will be submitted to the Associate Dean.

9. Implementation

UDSL will begin peer review of long-term faculty during the 2012-13 academic year.² We will review approximately four faculty per year, starting with faculty most overdue for review. This will bring us up-to-date by the end of the 2016-17 academic year.

² The policy therefore will be implemented by Dean Paul McGreal (who becomes on July 1, 2011) by the appointment of the first review committees in the spring of his first academic year as Dean for reviews to occur the following year.