

## Process for Peer Evaluation of BMS Classroom Teaching

Faculty serving as evaluators will have undergone a minimum level of training coordinated by Director of Faculty Development to ensure that there is a basic level of consistency and reliability across evaluators/evaluations.

The process is initiated when a faculty member makes a request for peer evaluation to the department Chair. At least one faculty member is then assigned by the department Chair to evaluate a faculty member's classroom teaching. The target faculty member meets with the evaluator to discuss learning objectives for the to-be-observed class and target faculty member's professional development goals for the evaluation. The evaluator observes at least one class session and provides written feedback to the target faculty member. The faculty member has an opportunity to provide feedback to the evaluator(s) and to meet with the department Chair to discuss the process and results.

### Sections of the Evaluation Report

Materials Supporting Instruction

Management of Class Time/Learning Environment

Presentation of Content

Faculty-Student Interaction

*Approved by the Faculty Development Committee, March 11, 2015*