

## **Part Time - Formal Teaching Review**

A Formal Teaching Review is completed for all Part-Time Contract Academic Staff who do not currently hold TAP (Teaching Adjunct Professor) Status for the course they are teaching. The details about this review are outlined in Article 11 of the Part-Time Collective Agreement.

The Formal Teaching Review is completed by the Divisional Chair, the Departmental Chair and the full-time faculty peer reviewers who complete at least one in-class peer evaluation (IPE).

The review should consider all relevant information. It is standard practice that the review includes an IPE and the SET's (which are available from the Office of the Dean). The member can submit additional information for review which may include:

- A written response to information on the SET forms
- Written and signed opinions from students in the course
- Pedagogical materials they have prepared
- Any information they believe to be relevant to the evaluation, including a teaching dossier.

There is a list in Section 11:05 of the Collective Agreement which outlines the items which may be considered. The course syllabus and final exam can be obtained through the faculty secretaries' office.

## **IPE (In-Class Peer Evaluation)**

- In advance of the IPE the member can request one preliminary review of their teaching
- The IPE Includes two full-time faculty members
- The member must provide a copy of the course syllabus for the in-class reviewers
- The IPE comments on knowledge, communication and effectiveness and is delivered as a written or oral summary, shared with the member as soon as possible after the in-class review
- The member can request a meeting with the reviewers to gain clarification

## **Conflict of Interest**

The member should be given the opportunity to declare a conflict of interest with a maximum of two of the reviewers and a maximum of one of the in-class peer reviewers and request an alternate.

Note: The member has the option to comment on and respond to any evaluation and have those comments included in their personnel file

*\*this list makes reference to the official source - the Part-Time Contract Academic Staff Collective Agreement and is intended to act as a guide; not as official policy. The official document can be found at:*

<http://www.algomau.ca/about/administration/humanresources/collectiveagreements/>.