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OFFICE OF THE PROVOST

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Director, Center for Excellence in Teaching

MEMORANDUM

To:	USC Faculty
From:	Ginger Clark
	Assistant Vice Provost for Academic and Faculty Affairs
	Director, Center for Excellence in Teaching
Date:	April 16, 2018
Subject:	Peer Review Teaching Evaluation Resources

Vice Provost Graddy released memos on April 2nd and April 10th announcing a new model of teaching excellence. The memos outlined, among other things, a new peer review system for evaluating teaching in merit, promotion, tenure, and continuing appointment reviews. Peer review is now the primary mode of evaluating teaching effectiveness at USC. As such, the university must invest in a sound peer review process. Therefore, USC has committed resources to the development of evaluation tools by the Center for Excellence in Teaching (CET), as well as training in how to use them. Schools may use these or other peer review tools grounded in best practices in teaching evaluation. Student Learning Experience Evaluations will now serve as formative assessments designed to help faculty ascertain whether students are having the learning experiences faculty intend.

Aligning Evaluation to Criteria for Excellence

CET's teaching evaluation tools are based on USC's Definition of Excellence in Teaching. Schools can edit the criteria or implementation guidelines to customize the tools to their own school-level definition of teaching excellence, ensuring that discipline-based pedagogical practices are reflected.

Peer Review Evaluation Tools

CET now offers peer review tools for Classroom Teaching Observation, Course Design Syllabus Review, Instructor Assessment Practices, Faculty Teaching Statements, and a Diversity & Inclusion Syllabus Checklist that can be used for formative evaluation (providing feedback to improve their teaching) and summative evaluation (evaluating teaching for performance review). Trainings will be offered to schools who wish to use these resources. Over the coming year, schools may wish to use the faculty teaching statement tool as an interim measure while systems for other forms of peer review are developed. Diversity, equity, and inclusion items are included in all CET resources to help schools evaluate instructional practice and course design with regards to these important components of teaching excellence.

Additional Teaching Evaluation Tools

CET will provide other evaluation resources in the coming months, including guidance documents on:

- Evaluating faculty impact on students' professional development (alumni surveys)
- Options for including training and evaluation in school incentive structures
- Options for providing evidence supporting a Continuing Appointment dossier for teaching faculty

CET is deeply grateful to the CET Advisory Board and Drs. Julie Slayton and Artineh Samkian for their expertise in helping our instructional design team develop these resources.