

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: <b>PEER REVIEW</b>	Original Issue Date: February 1999	Policy #: <b>220</b>
	Supersedes: August 21, 2002	Effective Date: August 10, 2006
Committees Consulted: School of Nursing Faculty Organization EDCOS Shared Governance Faculty Development Committee	Reviewed & Approved by: College Administration College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To provide confidential, constructive feedback to faculty members by colleagues.

To assist in the development and/or improvement of classroom teaching skills.

## **POLICY:**

Each faculty member shall have a minimum of one peer review annually.

The peer evaluation is **NOT** a part of the Faculty member's annual evaluation.

## **PROCEDURE:**

The faculty member will:

- Select a minimum of one reviewer from within the College faculty
- Provide the reviewer with date, time, location, objectives, and class outline prior to the class.

The reviewer will:

- Be present for a minimum of one hour of the presentation
- Maintain confidentiality of peer review results and share the evaluation only with the faculty being evaluated.

The faculty member is strongly encouraged to discuss the peer review findings and recommendations with the reviewer.

## **PROCEDURE DOCUMENTATION:**

The faculty reviewer will:

- Complete the "Faculty Peer Review (Classroom)" form and return completed evaluation and comments sections (pages 2-4) to the faculty member within three days of the peer review
- Submit completed front page of the "Faculty Peer Review (Classroom)" form to the faculty member's immediate supervisor
- The immediate supervisor will submit the front page to the Office of Educational Services to be added to the employee's personnel file.

## **REFERENCES:**

College Policy #515: Faculty Competency

Faculty Peer Review (Classroom) form