

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

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Subject: PEER REVIEW	Original Issue Date: February 1999	Policy #: 220
	Supersedes: April 8, 2010	Effective Date: September 13, 2012
Committees Consulted: School of Nursing Faculty Organization EDCOS Shared Governance College Credentials Committee	Reviewed & Approved by: College Administration College Planning	Approved by: Provost, College of Nursing & Allied Health (Signature on File)

PURPOSE:

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

To assist in the development and/or improvement of classroom teaching/presentation skills and promote professional growth

POLICY:

Each faculty member undergoes one peer review every 2 years.

Peer review findings are **not** a part of the annual performance evaluation.

PROCEDURE:

Faculty undergoing peer review:

- Selects one college faculty reviewer from a different division/semester/program
- Provides the reviewer with date, time, and location prior to the class
- Provides the reviewer with the objectives and class outline at the start of the class.

The reviewer:

- Is present for a minimum of one hour of the presentation. (It is preferred that the reviewer attend the entire presentation)
- Completes and signs the "Faculty Peer Review"
- Discusses the peer review findings and recommendations with the faculty undergoing peer review
- Submits the Faculty Peer Review as follows:
 - Divisional dean/designee: Cover sheet (page 1)
 - Office of Educational Services (OES): Cover sheet (page 2)
 - Faculty being reviewed: Comment and recommendation sections (page 3-5) within three days of the review
- Maintains confidentiality of peer review.

OES files cover sheet in employee personnel file and updates the tracking log.

PROCEDURE DOCUMENTATION:

- Faculty Peer Review (form)
- Employee License, Peer Evaluation, and TB Tracking (form)

Subject:
PEER REVIEW

REFERENCES:

College Policy #515: Faculty Competency

REVISION DATES:

February 1999
August 21, 2002
April 10, 2006
April 8, 2010
September 13, 2012