

ELI Peer Review Policies and Procedures

Peer Reviews are a form of accountability to the collective continuing track faculty and represent an opportunity for individual faculty members to share their accomplishments with their colleagues and to demonstrate their continued contributions to the Institute in teaching, service, and, where appropriate, scholarship. According to the University of Delaware Faculty Handbook, “Peer reviews attempt to put wider resources into the (faculty) review process, resources that are represented by one’s colleagues and their collective experience and wisdom.” Peer Reviews also offer an opportunity for colleagues and the Director to provide constructive feedback and guidance to CT faculty early in their career to help them establish a trajectory leading to successful 6 and 13 year peer reviews, as well as promotion to higher rank.

Minimum Frequency of reviews:

All CT faculty are subject to evaluation reviews according to the following schedule:

- During year two (review of first year)
- During year four (review of years two and three)
- During year six (major review of years one through five, requiring external reviews)
- During year nine (enhanced Director’s review only)
- During year thirteen (major review of years six through twelve, requiring external reviews)
- Periodic reviews every five to seven years following the thirteenth year review

The Director should use annual letters announcing salary increases to indicate to CT faculty when they are scheduled for their next peer review. Faculty members should be informed one year prior to the beginning of the review process to give them adequate time to prepare their dossiers. From the time that the candidate is notified of their upcoming review, any changes made to this document regarding required dossier contents shall not apply.

Submission of Dossier: October 15th in the year of the review*

**Candidates seeking promotion in rank at the same time as their peer review submit their dossier by May 1 in the year preceding their review; see the Guidelines for Peer Review and Promotion Dossiers for details.*

6th and 13th Year Peer Reviews:

Peer review dossiers must be submitted to the PR & P Committee by October 15th in the 6th and 13th year, following the structure and procedures outlined in the ELI Guidelines for Peer-Review and Promotion Dossiers.

External Reviewers (for 6th and 13th year reviews only)

The Director sends dossier content to external reviewers. Candidates may provide a list of up to five names of possible external reviewers with whom they have either no or only passing familiarity. The committee or director can choose to draw names from the list provided or substitute other names of external reviewers, depending on reviewer availability and what is most appropriate for a given candidate. Only two reviewers will be asked to submit assessments of the dossier.

Internal Recommendations

Reports are sent to the PR & P Committee and to the candidate as the review process continues.

1. ELI Promotion and Peer Review Committee's Recommendation
2. ELI Director's Recommendation
3. CAS Dean's Recommendation or Endorsement
4. Provost

The Peer Review Committee shall:

1. Make final recommendations by March 31.
2. Inform the Director and the candidate in writing of the recommendation of the Committee concerning the candidate's evaluation. This statement shall be signed by all members of the reviewing group and shall include a list of reason(s) for the action recommended. The statement shall address each of the three areas of activity: teaching, service, and, where warranted by the candidate's workload, scholarship.

The ELI Director shall:

1. Make an evaluation of the candidate independently of the Peer Review Committee.
2. Submit the evaluation of the candidate to the candidate and the CAS Dean by April 20.

2nd and 4th Year Peer Reviews

Peer review dossiers must be submitted electronically as a Google Folder to the PR & P Committee by October 15 in the 2nd and 4th year.

Include the following:

1. In a single document, summarize your activities in teaching, service, and (if workload is assigned) scholarship for the years under review in the style of the annual year-end memo.
2. The Director's year-end evaluations.
3. Provide complete summaries of annual teaching evaluations for years under review.
4. Peer observation or video-recorded lesson (if requested by the committee)

The Peer Review Committee shall:

1. Make final recommendations by March 31.
2. Inform the Director and the candidate in a one-page report summarizing the recommendation of the Committee concerning the candidate's evaluation and actions on the part of the candidate and the ELI that the Committee believes will lead to a successful 6th-year peer review. This statement shall be signed by all members of the reviewing group. The report shall address each of the three areas of activity: teaching, service, and, where warranted by the candidate's workload, scholarship.

Appeal Process for Peer Review

A candidate must receive a detailed list of reasons for a negative recommendation. A candidate who receives a negative recommendation from the Peer Review Committee and/or Institute may schedule a meeting with the Committee and/or Director to consider additional evidence, which the candidate may add to the dossier to clarify or enhance it. The Committee and/or Director shall consult with the candidate regarding this additional evidence within 15 days from the time the candidate is informed of a negative recommendation and must render a final recommendation within ten days after the consultation.

Furthermore, the candidate has the option of filing a grievance in accordance with the collective bargaining agreement if they feel that a procedural or process error occurred.

Approved by faculty August 30, 2019; revised by faculty February 2, 2024