



Terms of Reference

Peer Review of Teaching (PRT) Committee

Date last Updated	October 17, 2019
Prepared by	Dan Weary

1.0 Purpose
The purpose of the PRT Committee is to assist instructors in our Faculty to attain a high standard of teaching excellence, by fostering a scholarly approach to the formative and summative peer review of teaching of LFS instructors.
2.0 Objectives
<ol style="list-style-type: none">1. Promote culture of Peer Review of Teaching (PRT) in LFS2. Provide ongoing guidance to improve the procedures and protocols for PRT in LFS (see attachment)3. Serve as reviewers for summative and formative reviews of LFS instructors
2.0 Membership
<p>The PRT Standing Committee is composed of:</p> <ul style="list-style-type: none">- 8-10 members in any given year, each serving for a specific term, e.g. 3 years.- Instructors who represent the scope of diversity in LFS – including gender, rank, disciplinary expertise, interests and experience in different teaching practices such as CSL, PBL, social network tools, etc.- instructors who are familiar with the guiding principles of PRT and enthusiastic in contributing to a culture of peer review in the LFS Faculty as a means to enhance teaching and student learning, and who have or are willing to participate in training for PRT <p>Membership on the Standing Committee may be through self-nomination or nomination by peers, the Program Director or the Dean, and is considered as an important “service” contribution to the Faculty.</p>
4.0 Procedures
<p>Process - The Chair of the PRT Committee</p> <ul style="list-style-type: none">• calls for meetings of the Committee• liaises with Dean’s Office and Program Directors to identify instructors requiring summative PRT

- invites all instructors to request formative PRT
- identifies individuals (from LFS or external to LFS) to serve on PRT teams for instructors
- provides support and guidance regarding procedures for PRT

Decision Making – Any member may propose items for discussion or adoption with regard to PRT in our Faculty; decisions to accept or table motions are based on round table discussion and informal vote, with final decision made by the Chair.

Minutes and Agendas:

- The Chair of the PRT Committee calls for and sets the agenda for meetings, with input from members
- Chair reviews the PRT cases since the last meeting and brings up items for discussion
- Minutes are recorded by a member of the Committee, and circulated electronically to all after the meeting.

5.0 Meetings

The committee meets regularly (at least annually and preferably 2x/year)

LFS Peer Review of Teaching Standing Committee Members (2019-20)

Dan Weary (Chair)
Sandra Brown
Juli Carrillo
Sean Smukler
Will Valley
Kristen Walker