

Peer Review Letters for Scholarship of Teaching

College of Medicine

Department Chairs must ensure that the Teaching section of the dossier contains *at least 2 letters* from senior faculty members in the department attesting to the teaching effectiveness of the candidate during the period of time that is under review. HR23 requires peer evaluation of teaching (HR23 Administrative Guidelines, Section II.C.1).

Most often peer assessments of teaching are based on direct observation of the candidate's teaching and involve classroom visitation, but they also may be based on review of program and course development, syllabi, educational innovations, medical student and graduate student advising, clinical supervision, supervision of MSR projects, etc., which have occurred *during the period under review*. The entire peer review letters (not a summary or selected sections) should be included in the dossier.

1. Peer review of teaching letters are required for all candidates undergoing review for promotion or tenure, including those undergoing provisional tenure reviews.
2. The letters must be solicited by the Department Chair (not the candidate) and should be addressed to the Department Chair.
3. These letters should address teaching specifically and not the other mission areas in which a candidate participates.
4. Associate and Full Professors are considered to be “senior” faculty members and are eligible to provide these letters.
5. For candidates whose teaching is mainly outside the home department, the Department Chair may solicit a letter from a senior faculty member in another department.
6. Letters of thanks or appreciation for a lecture or course are *not* allowed in the dossier (*see HR23 Administrative Guidelines III.C.10*).
7. The letters are placed in the Teaching section of the dossier and must be in the dossier when the candidate reviews and signs off on it.