

**Section 612.5.2.c.(2)(a)(iii) and  
Section 706.3.1.c. of the Administrative Manual:  
Peer Class Visit Reports Policy**  
(Approved May 20, 2013)

612.5 Department Level.

2. Responsibilities.

c. Each Department shall have on record in the College Dean's office its approved personnel procedures which shall include but not be limited to:

(2) Procedures for evaluating teaching effectiveness.

(a) Class visits . . .

(iii) A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

706.3 University-wide Procedures for Evaluating Teaching Effectiveness.

1. A class visit shall be made . . .

c. A written report of the class visit shall be placed in the lecturer's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The lecturer may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The lecturer may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the to the Department Chair. A copy of the report shall be retained in the lecturer's Personnel Action File for at least five years.