



Jordan University of Science and Technology
Faculty of Nursing
**Policy Title: Peer Evaluation of
Teaching/Reappointment**



Policies and Procedures Manual:	Originating Department/ Committee:
Policy No. : FA 04	Page 1 of 2
Date Originated: 2018	Last Revision: Dec 2, 2018
Approved by: FON Council	Approval Date: Dec 12, 2018

Purpose:

The purpose of this policy is to provide guidelines for peer evaluation process of a faculty member. Peer evaluation helps to evaluate the faculty's teaching skills and offer support to improve or develop teaching skills and enable them to renew contract, and obtain tenure and /or promotion in a timely manner.

Policy:

- Each faculty member will have one peer evaluation per semester
- Satisfactory evaluation is essential for tenure and/or promotion
- A faculty member hired on tenure track is eligible to apply for promotion after five years; one could apply for promotion and within a month of obtaining promotion can apply for tenure.
- Scholarship and service are essential components in the portfolio
- To be eligible for promotion, the faculty must have published at least five peer reviewed publications in five years (Q1, or Q2 ranking in Scopus carry more weight), of which the applicant should be first author in three.
- The peer review is an additional aspect for faculty FON. All other steps for the university tenure and promotion will be adhered to

Procedure:

1. Faculty eligible for tenure and/or promotion should prepare a portfolio to organize the evidence of their teaching skills
2. The department chair notify the faculty to arrange for a teaching observation and the materials to be submitted as detailed in the Teaching Portfolio Guidelines for review and evaluation.
3. Fulltime faculty, non-tenure track, holding the rank of assistant professor or higher are required to submit to their department chair a Teaching Portfolio for review prior to applying for promotion
4. The decision for tenure and promotion are made by the dean's council after recommendation by external reviewer.

Definitions:

Peer Evaluation: is a type of performance evaluation that is performed by one or more people of matching competences.

Documentation required:

- Peer evaluation form
- Documents in the portfolio

Approval:

Tenure committee
FON Council

References:

JUST regulations



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Faculty Peer Evaluation Form

Instructor:	
Year:	
Semester:	
Course Name and Code:	
Date:	

	Item	1	2	3	4	5
1.	Arrives/leaves on time and uses class time efficiently					
2.	Manages class effectively					
3.	Prepares well for the class					
4.	Uses available media effectively.					
5.	Presents lecture professionally and clearly.					
6.	Encourages participation and reflection.					
7.	Uses English language effectively.					
	Total/Average					

- 1 = Strongly Agree
- 2 = Agree
- 3 = Neutral (Neither Agree Nor Disagree)
- 4 = Disagree
- 5= Strongly Disagree

Committee Members			
Signature:			