

Teaching Evaluation **UConn School of Pharmacy Department of Pharmacy Practice**

Formative evaluation is an assessment that can lead to self-awareness, improvement, or development and is a method to monitor student learning. This process provides faculty with ongoing feedback that can be used to better understand the pedagogical process and to improve teaching. UConn and the School of Pharmacy are dedicated to supporting and enhancing teaching effectiveness and student learning using a variety of methods.

The UConn School of Pharmacy Department of Pharmacy Practice tasks the Assistant Department Head with the responsibility of conducting 360-degree teaching evaluations of both didactic and clinical teaching. Descriptions of each type of teaching evaluation, as well as timelines for faculty the assessments, are outlined below. In addition to the timeline of evaluations outlined below, requests for corrective action can be made by Administration based on teaching performance. The faculty member may ask the Department Head to consider a request for an evaluator other than the Assistant Department Head. The alternate evaluator should be of equal or higher rank than the faculty member being evaluated.

The Connecticut Statute (Sec. 10a-154a) regarding student ratings of faculty performance can be found in the Faculty and Staff Resource Guide (<http://guide.uconn.edu/instruction/student-evaluation-of-teaching/>).

Teaching Evaluation Process

Didactic teaching evaluations are typically conducted using a modified version of the Northeastern University Peer Observational Evaluation of Teaching (POET). The POET is a four-part evaluation, including (1) pre-observation material review (and in-person meeting, if deemed necessary); (2) live instruction observation; (3) post-instruction self-evaluation conducted by the instructor and review of pertinent material's exam questions/statistics; and, (4) post-observation meeting with the instructor and reviewer for discussion of findings and draft letter finalization. Student Evaluations of Teaching (SETs) may also be incorporated into the letter, depending on the timing and purpose of the review and the need of the faculty. The letter is provided to the Department Head, and faculty are requested to include it with future Promotion, Tenure, and Reappointment (PTR) dossier submissions.

Advanced Pharmacy Practice Experience (APPE) teaching evaluations are typically conducted at the end of the APPE learning year, generally May through July. A review of Student Evaluations of Precepting (SEP) scores and comments for the APPE, coupled with the instructor's response to provided questions are included in the evaluation. An in-person meeting is typically conducted for further insight to the APPE learning experience provided, so that an appropriate formal letter can be drafted for review by the faculty member. Once finalized, the letter is submitted to the Department Head. The faculty are requested to include the final letter with future PTR dossier submissions.

Teaching Evaluation Timeline

Non-Tenure Track (NTT)

- Minimum of two (2) didactic AND APPE evaluations completed prior to submission for promotion to Associate Clinical Professor rank
 - One (1) should occur between years two through five (2 through 5);
 - One (1) should occur within one (1) year prior to submission for promotion
 - One (1) should occur during at least one of the faculty member's 2-year reappointments, prior to their 5-year reappointment
- Minimum of one (1) didactic AND APPE evaluation during each subsequent 5-year re-appointment
- Minimum of one (1) didactic AND APPE peer evaluation within 1-2 years prior to submission for promotion to Full Clinical Professor
- Minimum of one (1) didactic AND APPE evaluation during any subsequent 5-year reappointment at the Clinical Professor rank

Tenure Track (TT)

- Minimum of two (2) didactic AND APPE peer evaluations completed prior to submission for tenure and promotion to Associate Professor rank
 - One (1) should occur prior to midpoint evaluation;
 - One (1) should occur within one (1) year prior to submission for promotion/tenure
- Minimum of one (1) didactic AND APPE peer evaluation every five (5) years post-tenure
- Minimum of one (1) didactic AND APPE peer evaluation within 1-2 years prior to submission for promotion to Full Professor

Appeals Process

If the faculty member is not in agreement with the findings after reviewing the draft letter and supporting documents from the evaluator, the faculty member may choose to appeal the findings to the Department Head. A subsequent evaluation, if deemed necessary, by the Department Head or evaluator chosen by the Department Head can occur. The designated evaluator will be of the same rank or higher than the faculty being evaluated.

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