

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Page 1	Of 2
--------	------

Subject: <b>PEER REVIEW</b>	Original Issue Date: February 1999	Policy #: <b>220</b>
	Supersedes: September 13, 2012	Effective Date: June 8, 2017
Individuals / Committees Consulted: School of Nursing Faculty Organization EDCOS Shared Governance College Credentials	Reviewed & Approved by: College Administration College Planning	Approved by:  (Signature on File) Provost, College of Nursing & Allied Health

## **PURPOSE:**

To provide confidential, constructive feedback to faculty members by colleagues.

To assist in the development and improvement of classroom teaching/presentation skills and promote professional growth.

## **POLICY:**

Each faculty member undergoes one peer review every 2 years and more frequently as needed.

The peer review findings are a part of the annual evaluation.

## **PROCEDURE:**

Faculty undergoing peer review:

- Selects one college faculty reviewer from a different division/semester/program
- Provides the reviewer with date, time, and location prior to the class
- Provides the reviewer with the objectives and class outline at the start of the class.

The reviewer:

- Is present for a minimum of one hour of the presentation. (It is preferred the reviewer attend the entire presentation)
- Completes and signs the "Faculty Peer Review"
- Discusses the peer review findings and recommendations with the faculty member being reviewed.
- Submits the Faculty Peer Review within three days of the review as follows:
  - Office of Educational Services (OES): Cover sheet (page 1)
  - Dean (EDCOS) / Semester Coordinator (SON): Cover sheet, comment, and recommendation sections (page 2-5)
- Faculty being reviewed: Cover sheet, comment, and recommendation sections (page 2-5)
- Maintains confidentiality of peer review.

OES will file cover sheet in employee personnel file and update the tracking log

## **PROCEDURE DOCUMENTATION:**

- Faculty Peer Review (form)
- Employee License, Peer Evaluation, and TB Tracking (form)

Subject:  
**Peer Review**

**REFERENCES:**

College Policy #515: Faculty Competency

**REVISION DATES:**

February 1999  
August 21, 2002  
April 10, 2006  
April 8, 2010  
September 13, 2012  
June 8, 2017