# IV. B. NOTIFICATION OF PEER REVIEWER FOR PROMOTION

**SEAVER COLLEGE**

Date: \_ Dear :

Your colleague, , is applying for .

The Fixed-Term Faculty Review Committee has identified you as a designated peer to evaluate the candidate’s teaching and service. The candidate’s materials are on file in the candidate’s division office for your perusal.

A Designated Peer Evaluation form (Form IV: D), to be completed by you, is required as part of your evaluation. Please note that your responses must be typed and submitted on the Designated Peer Evaluation form. For your convenience, the evaluation form is available at <http://seaver.pepperdine.edu/about/administration/dean/faculty/ftf/default.htm/>

The Committee reminds you that your comments should be candid and that you should provide explicit reasoning for your evaluation of the candidate’s teaching and service. Sweeping and unsupported generalities, whether positive or negative, are not helpful to the Committee. Do not hesitate to offer criticisms, which often strengthen the candidate’s case because they prove the reviewer’s objectivity and lend credibility to the positive comments. All evaluations are held in the strictest confidence.

We ask that you allocate sufficient time as a reviewer to provide the Committee with a thorough, detailed review. Since most of the committee members are not experts in the fields of the candidates whom we evaluate, we rely on the evaluations of those who are. In particular, we need your evaluation of the quality and significance of the activities described in the candidate’s file, whether it be class syllabi, sample exams, acts of service, etc.

You should attend at least one class session of the candidate. Arrange with the candidate in advance to avoid visiting on days when exams, films, guest speakers, or other atypical class activities are planned. You may visit classes singly or with other peer reviewers as the candidate desires. You should arrive in the classroom on time and should stay until the class has been dismissed. The candidate need not introduce you to the class, but may at his or her discretion.

Be as unobtrusive as possible during this class visit.

In order for the candidate to receive a fair review, it is critical that you return your completed evaluation form to me by . Thank you for undertaking this important responsibility.

Very truly yours,

Faculty Representative on Fixed- Term Faculty Review Committee