

## Appendix B.1

### Guidelines For UW-Extension Department of Family Development Peer Review For Probationary Faculty

#### 1. Introduction

Participation in peer review is a privilege and responsibility of University of Wisconsin faculty. The shared governance structure authorizes departments to set a peer review procedure. The Department of Family Development has created a process, forms and a record-keeping system to be used by department members. The procedure will allow faculty to have their interpretation of research, program implementation, delivery techniques, and educational materials reviewed by a qualified peer for contributions to scholarship and advancement of the discipline of family development. For the purposes of this Appendix, scholarship is defined to include the following components:

- a) Creative intellectual work.
- b) Reviewed and valued by peers.
- c) Communicated and added to intellectual history, and
- d) Valued by intended audience.

This review is not currently used for merit purposes.

#### 2. Preparation of Peer Review Information

The probationary faculty member is responsible for complying with these guidelines to ensure that a peer evaluation form is part of the Department of Family Development permanent file retained by the department chair.

#### 3. Purpose of Peer Review

The purpose of peer review for probationary faculty is:

- a) To provide guidance, support and objective evaluation to the probationary faculty member regarding professional development and potential for scholarly contributions,
- b) To provide a process of reflection and interaction to assist and encourage-probationary faculty to develop high quality programs in the Department of Family Development; and
- c) To assist probationary faculty in the tenure process.

#### 4. Frequency of the Review

Peer reviews for probationary faculty are conducted every calendar year by the faculty mentoring team. The faculty mentoring team leader will participate in the three-year program review for the probationary faculty member, which will take the place of that year's peer review.

5. Reviewers

The faculty mentoring team completes peer review with probationary faculty members.

6. Procedure

Peer review is a multi-faceted process for faculty members of the Department of Family Development. Faculty are subjected to peer review at many levels: 1. yearly review of probationary faculty by the faculty mentoring team; 2. procedures for rank changes at the Assistant Professor, Associate Professor and Professor levels; 3. review of department papers submitted by faculty to the Research and Studies Committee; 4. juried presentations and papers submitted by faculty to various scholarly journals and seminars/conferences; 5. and the tenured faculty review process. In addition faculty submit to yearly self-initiated performance reviews conducted through the program area/administration. Therefore, it is important to acknowledge that the peer review outlined in this document is an opportunity to reflect on faculty development and to receive peer feedback regarding specific examples of work that will contribute to scholarship and the advancement of the discipline of family development.

All of the four major components of scholarship will be used to complete peer review: 1. creative intellectual work; 2. reviewed and valued by peers; 3. communicated and added to our intellectual history; and 4. valued by the intended audience. However, in any one year, as strengths and areas of development are identified emphasis may be placed on any one of the four components for concentration.

It is the responsibility of the probationary faculty member to submit examples of scholarly work to be reviewed; e.g., a work in progress (journal article, curriculum, presentation, abstract), completed program, or an item being submitted for an award. Likewise, it is the responsibility of the probationary faculty member (with assistance from the faculty mentoring team) to identify a plan for areas of development.

7. Peer Review Form:

- a. The completed form is sent by the faculty mentoring team leader to the probationary faculty member being reviewed. The faculty mentoring team leader should maintain a copy of the completed form in his/her file for at least five years. The probationary faculty member being reviewed (with assistance from the faculty mentoring team) is responsible for creating a plan on how to use this input and ensuring each completed peer review form is part of that probationary faculty member's Department of Family Development permanent file retained by the department chair. At the probationary faculty member's option, the probationary faculty member may share the completed peer review with colleagues, county partners, program area representative, or district director.