

Faculty Peer Reviewer Tool

Pre-Observation Meeting

- ✓ Meet in person and allow at least 45 minutes for the first meeting.
- ✓ Review course syllabus, semester activity outline, class demographics, and any other information to help peer reviewer understand the type of class and any special challenges associated with it. This is particularly important for out of discipline peer reviewer.

Instructor Name: _____

Observer Name: _____

Course/Section: _____

Date to observe: _____

Classroom Planning

Planning	Ratings during observation (please circle)			Comments during/following observation:
Lesson Plan:				1- Not Observed 2- Needs More Emphasis 3- Accomplished Very Well
Goals for class session to be observed:				
1)	1	2	3	
2)	1	2	3	
3)	1	2	3	
4)	1	2	3	
Which course objectives will be covered, what activities have you planned, what are your backup plans for additional review, activities, how do these activities support future classes, etc...				
1)	1	2	3	
2)	1	2	3	
3)	1	2	3	
4)	1	2	3	

Provisional faculty members should provide reviewer with the class session objectives and information about how the session links to preceding and future sessions, along with planned teaching strategies to be used. This will help the reviewer focus on the areas the provisional faculty member wishes to be observed.

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Classroom Observation

1- Not Observed 2-Needs More Emphasis 3-Accomplished Very Well

Categories	Rating			Comments:
	1	2	3	
Defines objectives for the class presentation during class	1	2	3	
Effectively organizes learning situations to meet the class objectives	1	2	3	
Uses instructional methods encouraging student participation in the learning	1	2	3	
Includes technology where appropriate	1	2	3	
Uses class time effectively	1	2	3	
Demonstrates enthusiasm for the subject matter.	1	2	3	
Communicates clearly and effectively to the level of the students.	1	2	3	
Explains important ideas simply and clearly	1	2	3	
Demonstrates command of subject matter	1	2	3	
Responds appropriately to student questions and comments	1	2	3	
Encourages critical thinking and analysis	1	2	3	
Comments:				

Total observation score: _____

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Post-Observation Meeting

Instructor Name: _____

Observer Name: _____

Course/Section: _____

Date Observed: _____

General Classroom Observations:

What are the instructor's strengths?

Upon which areas do you wish to focus during your next observations?

Peer Reviewer: I have discussed my observations with this instructor:

Signature

Date

Provisional Faculty: I have reviewed this evaluation. Any comments I have regarding the observer's ratings and observations are listed on the back of this report.

Signature

Date