

## Peer Evaluation of Teaching Suggested Process:

**The faculty member should request peer evaluations from 2-3 colleagues.**

### I. Pre-Evaluation Visit

The peer evaluator and faculty member should meet prior to the scheduled peer evaluation in order to:

- Review course syllabus for course objectives, teaching, and assessment methods and other materials as requested by the instructor, i.e., a promotion and tenure binder, teaching portfolio, assignment descriptions, etc.
- Discuss the types of learners in class.
- Discuss methods of instruction selected for the class and class format.
- Discuss how feedback is provided to students.
- Discuss areas of focus for the evaluation.
- Go over peer evaluation forms to be used during class observation.
- Other areas, as requested by the faculty member being evaluated.

### II. Peer Evaluation of Teaching Visit

A peer evaluation form should be completed as part of the class observation. Please review the form in advance of your visit. Please consider the following during your visit to the classroom:

- Teaching Skills
- Personal Skills
- Organizational Skills

### III. Post Evaluation Conference

If possible, the peer evaluator and the faculty member should meet following the class visit to go over the peer evaluation.

- Things candidate thought went well
- What might be improved