

**SCHOOL OF ARTS & SCIENCES
PEER TEACHING OBSERVATION TEMPLATE**

PROCESS

1. One observation shall take place within the first ten weeks of a semester.
2. The observer must notify the faculty member to be observed at least 24 hours in advance.
3. The observer must remain for the entire class session.
4. Each observer shall submit, through the department chairperson, a written observation report to the Department P&B Committee within one week of the observation. The department chairperson shall schedule the post-observation conference within two weeks after receipt of the written observation report. Either the employee or the observer may request that the chair assign a member of the P&B committee or a department member with the rank of tenured Associate Professor or tenured Professor to attend the conference.
5. The tenured faculty member (if one has been present) or the observer shall prepare a record of the discussion in memorandum form. The original observation report and the memo shall be placed in the faculty member's personnel file. The faculty member shall be asked to sign both the original observation report and the memo only to indicate they have been read. The faculty member may attach comments.

COURSE INFORMATION

Course Number _____ Section _____

Course Title _____

Instructor Name _____

Observer Name _____

Date of Class Observed (MM/DD/YY) _____

Number of Students Registered _____ Number Present in Class Observed _____

Instructor, please sign below to confirm that you received at least 24-hour notice in advance of observation

FORMAT (Check all that apply):

Lecture
Discussion
Student-led
Laboratory
Mixed (Describe briefly)

Other: (Describe briefly)

BRIEF SUMMARY OF CLASS CONTENT:

Select option for sections 1 – 4. *NA may mean either *not applicable* or *not assessable* for this class session

1. FRAMING THE CLASS SESSION

					Additional Comments
Instructor expressed clear plan and explicit objectives/learning outcomes for session	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Instructor connected session to previous material	Excellent	Very Good	Satisfactory	Needs Improvement	NA*

2. COMMAND OF CLASS MATERIAL

Depth of substantive knowledge	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Appropriateness and clarity of examples	Excellent	Very Good	Satisfactory	Needs Improvement	NA*

3. PRESENTATION OF MATERIAL

Organization follows clear plan	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Effective use of visual/audio cues and aids	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Effective use of technology, online sites, etc.	Excellent	Very Good	Satisfactory	Needs Improvement	NA*

4. CLASSROOM ENGAGEMENT

Awareness of student interest and attention	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Checks to ascertain student comprehension	Excellent	Very Good	Satisfactory	Needs Improvement	NA*

4. CLASSROOM ENGAGEMENT (continued)

Additional Comments

Responds accurately and thoughtfully to questions	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Encourages broad student participation	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Encourages independent and critical thought	Excellent	Very Good	Satisfactory	Needs Improvement	NA*
Effectively manages classroom while respecting students	Excellent	Very Good	Satisfactory	Needs Improvement	NA*

5. OVERALL EVALUATION OF CLASS SESSION

Brief narrative evaluation:

*This class session was: **Excellent** **Satisfactory** **Needs Improvement/Mixed** **Unsatisfactory**

*Optional at department/program discretion

6. SUGGESTIONS FOR IMPROVEMENT

Please offer constructive suggestions to the instructor

SIGNATURES

Faculty Observer

Date

Faculty Member**

Date

**Note that the signature of the faculty member indicates only that s/he has seen the observation. The observed may attach comments to this report within the allowed time, typically two weeks. If the observed declines to sign the observation report, it shall be placed in the personnel file with a notation to that effect.

Additional comments from Sections 1-4

Instructor Name: _____

1. Framing the Class Session

2. Command of Class Material:

3. Presentation of Material:

4. Classroom Engagement:

Instructor Name: _____

Continued from Section 5: Overall Evaluation of Class Session

Continued from Section 6: Suggestions for Improvement