Peer Review of Teaching Observer Form

This optional form can be adapted by departments for use in a classroom observation situation and offers potential questions and guidelines to facilitate the practice of the peer review of teaching. It is meant to assist faculty members who are observing a class and provides suggestions for a pre-observation meeting, the classroom observation, and the post-observation meeting.

Course Information
Instructor: ___________________________  Observer: ___________________________
Course: _____________________________  Topic: _____________________________
Class Time/Room: ____________________  Date: _____________________________

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Pre-Observation Meeting
The following are questions that can be asked of the instructor in the pre-observation meeting. Based on this discussion, and a discussion of the unique criteria for effective teaching established by their department, the observer and instructor identity 2-3 aspects of the class on which the observer will focus.

• What do you want the students to have learned by the end of this class?

• How will class time be used? What can I, as the observer, expect to see?

• How does this class fit in with the overall course?

• What preparations for this class have the students been required to perform?

• Are there specific aspects of the class on which you would like to receive feedback?

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Classroom Teaching Observation Notes

Sample criteria to guide classroom observations are provided in the “Guidelines for the Peer Review of Teaching” document.

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Post-Observation Meeting

The following are provided to help guide the post-observation discussion.

• How well did students learn what the instructor intended them to learn in this class?

• What went well?

• What challenges were there?

• What might be changed for the next time?

• Discuss any additional points that were raised in the pre-observation meeting.

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Additional Notes