

Appendix N: Peer Observation and Evaluation of Faculty (Draft as of 4/28/15)

Evaluatee Name: _____ Dept./Division _____

Observer Name: _____ Dept./Division _____

Semester: _____ Class/Work Site Observed _____ Date _____

Before observing, read the official course outline; class description/syllabus; sample assignments, exams, and handouts; and any other documents submitted by the evaluatee.

Give a brief description of the activities you observed:

(fillable text box)

Based on your observation and the relevant documents, rate the faculty member on the following contract criteria related to classroom teaching and other work with students:

	Criteria	Excellent	Meets Contract Requirements	Needs Some Improvement	Needs Significant Improvement	NA or no evidence
a.	Clear and engaging communication with students					
b.	Maintenance of effective class/worksite organization and management					
c.	Use of teaching/work methods, materials, and technology challenging to the student, appropriate to the subject matter, and responsive to the needs of students					
d.	Provision of suitable class/work site materials, such as a course syllabus with course outlines, course/work site objectives, current student learning outcomes (SLOs), relevant texts and other written materials, grading criteria, and classroom/worksite policies					
e.	Provision of materials consistent with curriculum/job requirements and the need for class coordination and sequencing					
f.	Use of appropriate methods to assess student progress					
g.	Patience, fairness, and promptness in the evaluation and discussion of student work					

Criteria		Excellent	Meets Contract Requirements	Needs Some Improvement	Needs Significant Improvement	NA or no evidence
h.	Respect for and responsiveness to the needs of a diverse student population					
i.	Openness to the right of students to voice opinions and concerns appropriate to the class/worksite, and respect for students' rights as outlined in the Student Rights and Responsibilities Handbook					
j.	Maintenance of regular office hours at appropriate times					
k.	Meeting course/work site objectives					
l.	Currency and depth of knowledge as appropriate to the observed class or job assignment					
m.	Currency and depth of knowledge in pedagogy relevant to the observed class or job assignment					

Using your notes, relevant documents, and your ratings on the above contract criteria, analyze your observation and provide commendations, suggestions, and recommendations for improvement. Support your analysis using examples from your notes and other documents.

(fillable text box)

Meet with the evaluatee within 10 business days to discuss the results of your observation before submitting it to the appropriate administrator.

Meeting date: _____

Peer Observer/Evaluator Signature

Evaluatee signature

Note that signing this form only acknowledges meeting with the observer and discussing the results. It does not signify agreement with its contents.