

APPENDIX J.7

Peer Observation and Evaluation of Faculty

Evaluatee Name: _____ Dept./Division _____

Observer Name: _____ Dept./Division _____

Semester/Year: _____ Date _____ Class/Work Site Observed _____

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 performance with students, as listed in Contract Article 17.3.2:

Contract Criteria		Satisfactory	Needs Some Improvement	Needs Significant Improvement	NA or no evidence
a.	Uses clear and engaging communication with students				
b.	Uses effective class/worksite organization and management				
c.	Uses methods, materials, and technology that are challenging for students, responsive to their needs, and appropriate to the subject matter or work task				
d.	Provides course materials that are clear, appropriate, and consistent with approved course curricula, including syllabi, grading criteria, classroom policies, student learning outcomes (SLOs); and relevant texts or other written materials and/or provides clear and appropriate materials for students that are consistent with the job duties				
e.	Uses appropriate methods to assess student progress				
f.	Shows patience, fairness, and promptness in the evaluation and discussion of student work				
g.	Shows respect for and responsiveness to the needs of a diverse student population				
h.	Shows 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				

Contract Criteria		Satisfactory	Needs Some Improvement	Needs Significant Improvement	N/A or no evidence
i.	Maintains confidentiality				
j.	Maintains regular office hours at appropriate times				
k.	Meets course/work site objectives				
l.	Coordinates with other faculty regarding curriculum sequencing and/or provision of student services when needed				
m.	Shows currency and depth of knowledge of information relevant to the observed class or job assignment				
n.	Shows currency and depth of knowledge in pedagogy relevant to the observed class or job assignment				

If the class you are observing involves online instruction, whether hybrid, fully online, synchronous or asynchronous, rate the faculty member on the following additional criteria:

o.	Initiates regular interaction with students to determine if they are accessing and comprehending course materials				
p.	Is available for at least the same number of instructor contact hours per week that would be available for face-to-face students				
q.	Provides students with clear guidelines for instructor-initiated contact and instructor feedback				
r.	Uses appropriate and varied resources to initiate and maintain contact with students, such as discussion boards, email, announcements in the learning management system, timely feedback for student work, instructor-prepared online lectures, and instructor-prepared introductions to publisher-created materials				

In your opinion, where does the faculty member excel in their work with students? Give examples:

(fillable text box)

In your opinion, where does the faculty member need improvement in his or her work with students? Give examples and any ideas and recommendations you may have:

(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.