



PEER OBSERVATION OF TEACHING

QUICK GUIDE

Purpose

Performance review is intended to be both **formative** (designed to be a supportive process that promotes self-improvement) and **summative** (assesses and judges performance).

- provides additional mentoring and professional development for new faculty
- reports augment student evaluations and self-evaluation for faculty

Number of Observations

- Needed for Tenure-Track Assistant Professors and Full-Time Instructors
- 3 first year observations
 - 1 conducted by unit head
 - 2 conducted by peer mentor
 - at least 1 in fall semester
- 1 third year observation
 - 1 conducted by unit head
 - Must be in fall semester
- 2 subsequent observations
 - year prior to application for promotion and / or tenure, or post-tenure review
 - 1 conducted by unit head
 - 1 conducted by peer mentor

Scheduling Observations

- Observers must announce visits to 2 different courses / labs / field trips on dates agreed upon with faculty
- Observer must remain for duration of a 50 or 75 minute class, or at least an hour for a longer class period

Reports

- Peer reviews in the first 2 years of teaching are strictly formative, with no expectation nor requirement that reviews be shared with the faculty's supervisor
- Observers will provide copies to observed faculty and meet with the observed faculty to discuss reports within 2 weeks of observations
- Observed faculty may attach a rejoinder or request an additional observation
- Reports are part of faculty files and must be maintained by the unit head to incorporate into faculty's annual evaluations / recommendations for reappointment and into recommendations for tenure, promotion, and post-tenure review