

Peer Review Procedure Sample *

University of Colorado Histor

Prior to the in-person consultation, the observer should request and review a copy of the syllabus, including course learning goals (e.g., departmental Student Learning Objectives (SLOs)). The observer can also review optional materials, including class handouts/exams, access to the course management system, prior FCQs, etc.

The observer should set up an in-person meeting with the instructor being observed **before** any classroom observation, ideally early in the semester. At this meeting, the observer and instructor should discuss

1. scheduling the class visit(s),
2. the goals of the course and/or the class session(s) to be observed,
3. the observation criteria to focus on, and
4. any other course materials.

The observer and instructor may also discuss supplementing the course evaluation process with additional forms of data, such as student interviews (CTL CLIP service or a modified version), other CTL services, and/or ASSETT's VIP service.

The number of classroom visits is to be determined by the instructor and the observer. As a guideline, 2-3 classroom visits over the course of the semester are recommended for pre-tenure faculty and 1-2 are recommended for post-tenure faculty.

After all classroom observations have been completed, the observer should schedule a debriefing session with the observed instructor. ro ls

Full professors should undergo the Full Peer Course Evaluation process once every 5 years as part of the post-tenure review process.

Instructors and senior instructors should be observed once per year. One full evaluation process should be completed at least once every contract period (every three years).

Lecturers, postdocs, and other ranks not included here should be observed and then at the discretion of the chair. An Abbreviated Observation may be used if there are not enough resources to conduct the Full Peer Course Evaluation process review.

A faculty member may request to be observed at any time; additional observations by rj



Observation

Instructor:

Course Name:

Course Number/Section:

Date/Time/Room/Bldg:

of students enrolled/#students who attended:

Notes:

Summary/Key Takeaways:

Notes:

Summary/Key Takeaways:

Notes:

Summary/Key Takeaways:

Additional note-taking space

Overall impressions: (Continuous Improvement; Coaching)

- a) Strengths and positive aspects of this class and/or the instructor's teaching of this class
- b) Suggestions for the instructor to improve their teaching:

Classroom Interview Questions

- 1) What aspects of [insert faculty member's name] teaching were most effective in helping you learn?
- 2) What aspects of [insert faculty member's name] teaching were least effective in helping you learn?
- 3) How would you describe [insert faculty member's name] level of interest in helping students learn? Explain and provide example(s).
- 4) What could students do to help improve this class?
- 5) How has [insert faculty member's name] worked to ensure members of the class were engaged during the semester?
- 6) The instructor has identified a key learning goal for this course as [insert goal that the instructor would like assessed]. How much progress do you feel you are making towards this goal?
- 7) Has [insert faculty member's name] clearly outlined the requirements for assessments and given you sufficient/clear information to achieve success? Describe an example, explaining how this helped you achieve success or, if not, what was missing or unclear.
- 8) Has [insert faculty member's name] regularly provided activities and assignments that helped you improve your performance on the final project, paper, or exam? Describe an example, explaining how an activity/assignment helped you (or did not help you) improve your performance.

If classroom interviews were conducted, please describe common themes and takeaways here (see separate "History Classroom Interview Guide" for details):

(Use if conducting full peer course evaluation)

Use this space to prepare for and conduct your debriefing session(s).

- a) What highlights from your observation would you like to share?
- b) What questions do you have for the instructor?