**Faculty Peer Observation Preview Questionnaire**

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| Instructor: | Course: | Number of Students in the class: |
| Observer: | Location: | Scheduled Date/Time: |

**I. Class Preview**

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| What is subject of the class?  | What is the format of the class? |
| What are the goals for the class? | How does this class session fit within the course as a whole? |
| Are there particular aspects of the class that you would like to have observed? |

**II. Peer Observation Guidelines**

**1. How often must peer evaluations be completed?**

* Tenured faculty must complete the observation process in the year preceding post-tenure review or consideration for promotion.
* Non-tenured faculty (including tenure-track faculty, senior lecturers, lecturers, and part-time faculty) must complete the observation process once each calendar year.
* Faculty should invite observation of differing and varied kinds of class periods.

**2. Can any faculty member observe any other faculty member?**

Faculty may agree to observe any other faculty member regardless of rank. At the same time, more senior faculty should respect the wishes of non-tenured or part-time faculty who may not feel comfortable observing or sharing ideas with a more senior faculty member. Faculty are also encouraged to seek a diverse range of observers, including observers from different areas.

**3. Do faculty members need to meet before or after the observation?**

Meeting before the observation as well as after the observation to discuss the class period is encouraged but not required.

**4. What has to be turned in? How is it turned in? When should it be turned in?**

The observation **preview** questionnaire only needs to be shared with the observing faculty member and does not need to be included as part of the official record. A copy of the observation **review** questionnaire must be given to the observed faculty member as well as e-mailed (PDF) to the departmental academic secretary. Faculty should strive to complete the observation **review** questionnaire within one month of the observation and following a post-observation meeting.

**Faculty Peer Observation Review Questionnaire**

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| Instructor: | Course: | Number of Students in Attendance: |
| Observer: | Length of Observation: | Date/Time: |

**I. General Description of the Class**

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| What was the intended subject or goal of the class? | What teaching methods, supplementary materials, or technologies were used in the class? |
| What do you think students took away from the class? |

**II. Engagement**

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| When did students seem most engaged?  |
| When did students seem least engaged? |

**III. Challenge**

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| When did students seem most challenged?  |
| When did students seem least challenged? |

**IV. Understanding**

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| What do you suspect students were mostly likely to understand during this class period?  |
| What do you suspect students were least likely to understand during this class period?  |

**V. Reflection**

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| Which observed practices, behaviors, or strategies will you be most likely to try in your own classes? |
| Which of your own practices, behaviors, or strategies would you be most likely to try if you were teaching this class? |
| What additional comments or observations would you like to share? |

**Rationale**: This peer observation procedure is rooted in the belief that every class period contains elements that work better than others.  From the front of the room, however, it can often be difficult to tell the difference.  The procedure outlined in this form is intended to supply faculty members with information about a peer observer’s sense of when students seemed most and least engaged, challenged, and likely to have understood class content.

In addition, this peer observation form is rooted in the belief that peer observers are more likely to supply useful information if the relationship between the instructor and the observer is not burdened by a request for summative evaluation or scoring.  Instead, peer observers are asked simply to complete the “most” and “least” boxes for each category for each observation.