

**Department of Organization & School Leadership**

**Peer Observation Form**

A peer observation is an observation and a conversation between the Peer Observer and at the Reviewed Faculty on how the Reviewed Faculty can with suggestions improve his or her teaching. A peer evaluation is not intended to be an evaluation.

Reviewed Faculty Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Number and Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Pre-Observation Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Observation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Observation Time entered\_\_\_\_\_\_\_\_\_\_\_ Time Left \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Post-Observation Conference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions:
Each indicator should be rated with one of the following descriptors. Check the appropriate box.

□ Observed □ Not Observed □ Not Applicable

**Objective(s)**

1. The instructor clearly stated the learning objective(s) in writing and/or orally.
2. The stated objective(s) was (were) clearly aligned with professional standards in the syllabus (if applicable).
3. Instruction was relevant to the course and the stated learning objective(s).
4. The instructor made connections to prior and/or expected future learning.
5. The Peer Observer may provide Formative Feedback after each Domain.
6. **Effective Communication**

The instructor communicated effectively.
□ Observed □ Not Observed □ Not Applicable

**Domain I Formative Feedback:**

1. **Student Engagement in Learning**

Students were engaged in their own learning.
□ Observed □ Not Observed □ Not Applicable

The instructor was responsive to students during the lesson.
□ Observed □ Not Observed □ Not Applicable

**Domain II Formative Feedback:**

1. **Rapport with Students**

The instructor demonstrated good rapport with students.
□ Observed □ Not Observed □ Not Applicable

Classroom discourse was respectful and appropriate.

□ Observed □ Not Observed □ Not Applicable

**Domain III Formative Feedback:**

1. **Knowledge of Content**

The instructor demonstrated a strong understanding of course content.
□ Observed □ Not Observed □ Not Applicable

The instructor referenced relevant research during the observation.
□ Observed □ Not Observed □ Not Applicable

**Domain IV Formative Feedback:**

1. **Pedagogical Skill**

The instructor demonstrated the ability to convey effectively, using demonstration, modeling, and media where appropriate. □ Observed □ Not Observed □ Not Applicable

The instructor utilized multiple teaching approaches (e.g., small and large group discussion, cooperative learning activities, demonstration, and lecture) during the observation.
□ Observed □ Not Observed □ Not Applicable

The instructor utilized technology to enhance instructional delivery and facilitate student learning.
 □ Observed □ Not Observed □ Not Applicable

The instructor used effective questioning strategies prompt student learning and/or for informal check of comprehension.
□ Observed □ Not Observed □ Not Applicable

The instructor demonstrated consideration of teaching diverse students during the observation, or in the pre- or post-observation meetings.
□ Observed □ Not Observed □ Not Applicable

**Domain V Formative Feedback:**

**Open-ended Questions/Responses from the Peer Observer**

1. Describe what went well during the lesson:
2. Describe challenges that might have been present throughout the lesson.
3. Describe what might be changed for the next time.

**Written Narrative (Self-reflection from the Reviewed Faculty)**

The Reviewed Faculty provides a written narrative what he or she has learned from the peer observation process and any plans for improvement or development.

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Signature of Peer Observer Signature of Reviewed Faculty

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Date of Post Observation Meeting

**Timeline**

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Action** | **Responsible Party** |
| No later than one week prior to first day of class (Provided during the department retreat) | Provide faculty member with department guidelines for Peer Observation Form | Department Chair |