

Faculty Member's Name (typed or printed)

Name and Rank of Evaluator (typed or printed)

### INSTRUCTIONAL OBSERVATION AND EVALUATION INSTRUMENT FOR PEER REVIEW

These guidelines suggest seven areas of observation. The reviewer and the faculty being reviewed will select appropriate areas, and relative weights of each area of observation, through mutual agreement, prior to evaluation. The total of weights of selected areas of observation should add up to 100%.

- Scoring:**
1. Needs improvement in performance
  2. Meets expected performance criteria marginally
  3. Meets expected performance criteria adequately
  4. Exceeds expected performance criteria frequently
  5. Exceeds expected performance criteria consistently
  - NA Unable to observe or not applicable.

Organization \_\_\_\_\_% 1    2    3    4    5    NA

Observation Examples:

- Begins class on time in an orderly, organized fashion
- Clearly states the goals and objectives for the period
- Reviews prior class materials
- Does not digress often from the main topic
- Summarizes and distills main points at the end of class

Presentation \_\_\_\_\_% 1    2    3    4    5    NA

Observation Examples:

- Effectively uses audio-visual aids
- Speaks audibly and clearly
- Establishes and maintains eye contact with class
- Varies the pace to keep students alert
- Communicates a sense of enthusiasm toward the content
- Presentation style facilitates note taking
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Rapport \_\_\_\_\_% 1    2    3    4    5    NA

Observation Examples:

- Solicit student participation and feedback
- Responds constructively to student opinions

- Recognizes when students do not understand
- Tailors the course to help many kinds of students
- Listens carefully to student comments and questions

Credibility and Control \_\_\_\_\_% 1 2 3 4 5 NA

Observation Examples:

- Responds to distractions effectively yet constructively
- Uses authority in classroom to create an environment conducive to learning.
- Respects constructive criticism
- Demonstrates content-competence
- Responds confidently to inquiries for additional information

Content \_\_\_\_\_% 1 2 3 4 5 NA

Observation Examples:

- Integrates text material into class presentation
- Relates course content to students' general education
- Explains terms, concepts, and problems in more than one way
- Maintains continuity of course contents
- Makes course content relevant with references to 'real world' examples and applications

Interaction \_\_\_\_\_% 1 2 3 4 5 NA

Observation Examples:

- Encourages student questions, involvement and debate
- Answers student questions clearly and directly
- Presents challenging questions to stimulate discussion
- Respects diverse points of view
- Gives students enough time to responds to questions

Active Learning \_\_\_\_\_% 1 2 3 4 5 NA

Observation Examples:

- Clearly explains the goal of the activity
- Has material and equipment necessary to complete the activity
- Clearly explains directions or procedures
- Gives prompt attention to individual problems
- Allows opportunity for individual expression and creativity

Comments (especially where an area is rated 1 or 2)

### SUMMARY EVALUATION/LECTURE

Weights and ratings should be obtained from the Instructional Observation and Evaluation Instrument for Peer Review. To average a score for a particular category, multiply the weight times the rating. Scoring each item is done on a five point rating scale (1 lowest to 5 highest). Behaviors not observed or not applicable will not be scored.

		WEIGHT X	RATING =	TOTAL
<b>I</b>	Organization			
<b>II</b>	Presentation			
<b>III</b>	Rapport			
<b>IV</b>	Credibility and Control			
<b>V</b>	Content			
<b>VI</b>	Interaction			
<b>VII</b>	Active Learning			

**OVERALL TOTAL:** \_\_\_\_\_

Reviewer Comments:

Please sign below

I have read this instrument and agree with the above evaluation rating.

Name \_\_\_\_\_ Date \_\_\_\_\_

I have read this instrument and do not agree with the above evaluation rating.

Name \_\_\_\_\_ Date \_\_\_\_\_