

Peer Review, Sample Form (Narrative Version)

For a discussion of peer review policies, see [Section 3.3.3.1.2](#) of the Faculty Handbook.

Faculty Member: _____ Peer Reviewer: _____

Semester/Year: _____ Class Selected for Review: _____

I. Course Materials Review

Resources/Documents reviewed (list and/or describe):

Suggested Areas of Evaluation

- **Syllabus: Completeness.** Section 5.2.5 of the Faculty Handbook suggests that course syllabi contain course information (e.g., whether required for major, prerequisites, course objectives, reading list, relevant SLO's); the course schedule (topics, timetable); evaluation policies (course requirements, including quizzes/exams; weighting of assignments and calculation of final grades; due dates, as known); and class policies (e.g., academic misconduct, attendance, late assignments, missed exams, weather, disability services).
- **Syllabus and other written materials:** Clarity of communication, appropriateness of tone (inclusive language, motivational and nonthreatening, adequate level of detail).
- **All materials: Course design.**
 - **Currency of content** (course portrays the current state of the field in this area; readings or other materials reflect recent scholarship)
 - **Level of challenge** (course requires appropriate amount of reading and assignments, at an appropriate level of challenge)
 - **Pacing** (course schedule is realistic, due dates for assignments are distributed well, adequate time is provided for completion of assignments)
 - **Assignments** (creative, promote student-engagement, reflect course goals)
 - **Evaluation** (assignments are clearly described; students receive appropriate amount of feedback, in time for course withdrawal decisions; instructor makes use of rubrics; grading policies appear fair)

Comments:

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II. Classroom Observation

Date of Observation:

Suggested Areas of Evaluation

- **Organization/Preparation** (Instructor started on time, made the class plan explicit and followed the plan, showed evidence of conscientious preparation).
- **Variety and pacing of instruction** (Instructor employed a variety of instructional strategies, class was well-paced for accomplishment of goals and for student interest)
- **Content Knowledge** (Content was important and current, content was presented accurately)
- **Presentation Skills** (Instructor demonstrated appropriate tone, fluency, eye contact, rate of speech; any technology or media used in class were effectively incorporated)
- **Teacher-Student Rapport** (Instructor demonstrated strong interpersonal skills; instructor welcomed and appreciated student discussion, as appropriate to class plan; students appeared engaged in classroom experience)
- **Clarity** (Instructor used examples, was clear with explanations or answers to student questions, defined new terms or concepts)

Comments:

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III. Overall Summary (including strengths and suggestions for improvement):

Signature of Evaluator: _____ Date: _____

Signature of Instructor: _____ Date: _____

Instructor Comments (optional):