

## Checklist for Faculty Peer Observation

### **As a faculty member being evaluated:**

- Attend orientation session
- Attend Best Practices in Peer Observation Training Session
- Complete faculty profile on Learning Management System (LMS)
- Choose two peer observers in consultation with your Dean. One observer **MUST** be an interdisciplinary (external) colleague
- Consult with your Dean regarding peer observers and goals
- Arrange and conduct pre-observation interview 1 with selected peer
- Conduct classroom observation 1
- Arrange and conduct post-observation interview 1
- Arrange and conduct pre-observation interview 2 with selected peer
- Conduct classroom observation 2
- Arrange and conduct post-observation interview 2
- Receive and gather all feedback from peer observers and student evaluations
- Complete self-reflection report (also available on LMS and EET website)
- Complete summary report (also available on LMS and EET website)
- Submit both reports to your Dean
- Meet with your Dean

## **Checklist for Faculty Peer Observation**

### **As a faculty member observing a colleague:**

- Attend Best Practices in Peer Observation Training Session
- Review all guidelines and tools provided for observers online and in the handbook
- Attend pre-observation interview 1. Complete pre-observation briefing guidelines as needed
- Review peer observation guidelines – anecdotal and subject matter as needed
- Conduct classroom observation 1 (Observation Recording sheets if needed)
- Prepare necessary feedback (post-observation discussion guidelines if needed) and attend post-observation interview 1
- Attend pre-observation interview 2. Complete pre-observation briefing guidelines as needed
- Review peer observation guidelines – anecdotal and subject matter as needed
- Conduct classroom observation 2 (Observation Recording sheets if needed)
- Prepare necessary feedback (post-observation discussion guidelines if needed) and attend post-observation interview 2