

Windward Community College
Peer Evaluation Form
Teaching Responsibilities

Name of Instructor _____ Date _____ Room _____
Class _____ Section _____ Lab Section _____ Meeting Time _____
Instructor Status _____ Probationary _____ Lecturer _____ Temp. App. _____ Tenured _____
Name of Evaluator _____ Title/Subj. Taught _____

Purpose

This form serves two purposes: 1) it provides the instructor with feedback and suggestions and affords an opportunity for discussion of instructional planning and performance; 2) it provides data for reviewing bodies in their assessment of the instructor for purposes of contract renewal, rehire, and tenure recommendations.

Instructions to the Evaluator

- Make appropriate arrangements to observe the instructor. It is recommended that the evaluator review the course syllabus, and/or interview the instructor regarding course content and planning prior to the classroom visitation(s). The evaluator may observe one or more class sessions.
- On this form, provide written comments evaluating the instructor's preparation, organization, and classroom performance. The sub-areas (such as "Learning Strategies" under "Preparation and Organization") should be addressed as appropriate to the class being observed and to the evaluator's expertise in that field.
- Provide the instructor with a copy of the completed form. Offer to meet with him/her to discuss the evaluation. The instructor should have an opportunity to respond under the "Instructor Response" section, and must sign the form.

A. Preparation and Organization

Suggested Areas of Evaluation	Evaluator's Comments	Instructor's Response
<p>1. Course syllabus: Objectives are clearly stated</p> <p>2. Course content: Logical organization and sequencing of course topics and appropriateness to planned outcomes and competencies</p> <p>3. Learning strategies & resources: Appropriateness to course content and planned outcomes.</p> <p>4. Grading procedures & strategies: Clarity, appropriateness, and provision for keeping students informed of their progress.</p> <p>5. Self-evaluation & review: Use of feedback from students and peers to review course content, strategies and outcomes as appropriate.</p>		

B. Preparation and Organization

Suggested Areas of Evaluation	Evaluator's Comments	Instructor's Response
<ol style="list-style-type: none">1. Effective use of class time2. Appropriateness of class activities to subject matter and course objectives3. Effectiveness of teaching techniques4. Presentation: Delivery, projection, clarity, and precision5. Knowledge of subject matter6. Rapport with students7. Students interest, involvement, attendance8. Effective use of physical setting		

Additional Comments	Instructor's Response
Suggestions for Improvement	Instructor's Response

I hereby certify that I have read the preceding report and have had an opportunity to discuss it with the evaluator. *Instructor's signature does not necessarily mean complete agreement on the part of the instructor.*

Evaluator's Signature

J: peer eval – teaching.doc

Date

Instructor's Signature

Date