

Faculty Teaching Observations Evaluation Team Checklist

Faculty name: _____

Year and semester of observation: _____

1. During the first week of the semester:

The Peer Review Committee notifies the area head that faculty* peer evaluations need to be scheduled. The area head, or designee, will serve as the evaluation team chair.

2. During first three weeks of the semester:

Pre-observation meeting: Peer Review Committee, area head (or designee) identify a second faculty member from outside the area to join the evaluation team. Considerations should be made to diversify the committee over the five-year T&P cycle or when preparing for promotion to ensure evaluation team assignments are spread equally among the faculty. A Pre-Observation Worksheet can be found [here](#).

Evaluation Team Chair: Area head (or designee): _____

Evaluation Team Member: Second faculty member:

3. By the end of the second week of the semester:

The faculty member submits a list of class meetings or lessons that are inappropriate for observation, along with a reason for each.

4. By the end of the 3rd week:

Observation dates will be communicated to all parties by the area head (or designee).

5. First observation:

Will take place no earlier than the 4th week of the semester and no later than the end of the 8th week.

First observation date: _____

- One week before 1st observation: Peer Review Committee receives course materials from the faculty member and distributes to the evaluation team. Materials may include:
 - Syllabus (required)
 - Lesson plans/outlines, desired learning outcomes, or rehearsal goals (if necessary)
 - Assignments or scores (if necessary)
 - The previous year's summative review letter and faculty member self-reflection from previous semester, if applicable.
- Between observations, faculty may request informal feedback from the evaluation team chair.



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6. Second observation:

Will take place at least one week after the first observation. For applied lessons, the same student should be observed.

Second observation date: _____

*All observations must be done in person except for online instruction. [An Observation Report Worksheet can be found **here**.](#)*

7. Following the second observation:

The evaluation team chair compiles the team members' commentary and drafts a summative evaluation letter to be delivered to the Peer Review Committee within one month of the final observation. The letter will be sent to the Office of the Director to remain on file and a copy will be provided to the faculty member. In response to the letter, the faculty member will write a self-reflection and deliver it to the Office of the Director within one month after receiving the committee's letter.