

APPENDIX 6: GUIDELINES FOR EFFECTIVE PEER TEACHING EVALUATIONS

The process of peer teaching evaluation is considered by the University's Teaching & Learning Transformation Center to be “**formative**” in that it should be a “**low stakes**” opportunity for instructors to receive feedback from their peers in order to develop their teaching abilities. This is different from a “**summative**” assessment, in which an instructor would be graded in a “**high stakes**” setting, equivalent to promotion/tenure review.

In that spirit, an ideal peer teaching evaluation consists of a formative (observation and discussion) and a summative (evaluation summary) component, with the latter included in the instructor's promotion/tenure package.

To achieve this ideal, please follow these steps:

- **Pre-observation:** The instructor should send to the observer these guidelines along with the Entomology Department's **Peer Evaluation Observation Form** and **Peer Evaluation Summary**. The instructor should discuss with the observer the goals of the specific lecture/lab, the course syllabus, other relevant course materials, etc. The instructor should also note any challenges or questions about which he/she would like feedback.
- **Post-observation:** After the observation, the instructor and observer should discuss the observer's Peer Evaluation Observation Form, emphasizing strategies for enhancing effectiveness, student engagement, course efficiency, and ultimately student outcomes.
- **Documentation:** The observer must submit the Peer Evaluation Summary to the Coordinator within two weeks of the observation date. This summary should encompass both the observation itself and the pre- and post-observation discussions. Before it is submitted, the instructor being evaluated must confirm that he/she has read the Peer Evaluation Summary. It is optional for the observer to submit the Peer Evaluation Observation Form.

These guidelines and the two department-specific forms noted above should be shared with observers from other units to ensure consistency.

PEER TEACHING EVALUATION OBSERVATION FORM

University of Maryland Department of Entomology

Note: This form should serve as a guide for your observation in order to (1) provide written or verbal feedback to the instructor *and* (2) write an observation summary that will be included in the instructor’s record.

Faculty Member Observed:	<input type="text"/>	Date of Observation:	<input type="text"/>
Course Number & Name:	<input type="text"/>	Class Size:	<input type="text"/>

Observer Name: Area of Expertise:

The focus of my observation was...

Scientific Content: Teaching Effectiveness: Both:

Scale: 1 = needs improvement – 5 = outstanding

PRESENTATION **1** **2** **3** **4** **5**

Things to consider: Instructor attendance & engagement; lecture delivery (i.e., enthusiasm); presentation modes; quality of visual aides

Comments:

INTERACTION **1** **2** **3** **4** **5**

Things to consider: Instructor eye contact; instructor encouraged questions; students engaged (e.g., taking notes, attentive, etc.); pre/post-lecture interactions

Comments:

LECTURE CONTENT **1** **2** **3** **4** **5**

Things to consider: Main ideas are clear, correct, and specific; relevancy of material; describes the scientific process; higher order thinking required; displays mastery of information presented

Comments:

LECTURE ORGANIZATION **1** **2** **3** **4** **5**

Things to consider: Topic progression; linkage of topics to theme; effectiveness of summary

Comments:

PEER TEACHING EVALUATION OBSERVATION FORM

University of Maryland Department of Entomology

ASSESSMENT(S)

1 2 3 4 5

Things to consider: Has homework or problem sets; uses in-class assessment (i.e., quiz, clickers, etc.); promotes reading and writing skills; promotes math and quantitative skills; assignment feedback content; assignment/exam return time

Comments:

--

COURSE CONTENT & ORGANIZATION

1 2 3 4 5

Things to consider: Continuity within the curriculum; organization and topic progression; scope of subject matter covered

Comments:

--

OVERALL STRENGTHS

--

OVERALL WEAKNESSES

--

SUGGESTIONS

--

ADDITIONAL COMMENTS

--

Date of post-evaluation meeting:

Observer Signature:

Instructor Signature:

PEER TEACHING EVALUATION SUMMARY
University of Maryland Department of Entomology

Faculty Member Observed:		Date of Observation:	
Course Number & Name:		Class Size:	

Observer Name: Area of Expertise:

The focus of my observation was...

Scientific Content: Teaching Effectiveness: Both:

Observer Signature:	
Instructor Signature:	