

## Peer Observer Guidelines

Thank you for agreeing to serve as a peer observer for a faculty member. This process was designed to enhance the feedback provided to faculty related to their educational roles and will be used to augment the student evaluation data utilized in the annual evaluation process. Each faculty member will select an observer who will be responsible for:

- meeting with the faculty member to gain insight into the planned pedagogic session,
- participating in the selected session and providing feedback related to the teaching philosophy, content, approach to teaching complex information, and appropriate use of technology,
- meeting with the faculty member to review their observations,
- submitting observations via electronic peer evaluation form.

### Tips for an effective peer observation

- Start by helping the faculty member select the ideal session. Does he/she want feedback on something new/innovative? Or a session he/she has conducted before but would like to improve?
- Offer guidance and coaching throughout the experience. You may have some suggestions after discussing the session you plan to attend. Additionally, if you have constructive criticism after attending, give the faculty member a chance to discuss their thought process.
- Recognize your own background and assumptions about teaching and learning. If the faculty member who is being observed has a different philosophy, consider how their teaching aligns to their viewpoint.

### Process for submitting observations

1. Collect your initial observations on the attached template.
2. After you discuss your observations with the faculty member, please login to [https://docs.google.com/forms/d/1\\_2jpnClFpPeE1KuaCGqef6WkjWk\\_7xxrcI9yEECroq0/viewform?usp=send\\_form](https://docs.google.com/forms/d/1_2jpnClFpPeE1KuaCGqef6WkjWk_7xxrcI9yEECroq0/viewform?usp=send_form) to submit.



PEER EVALUATION  
College of Medicine  
University of Central Florida  
ANNUAL EVALUATION OF FACULTY PERFORMANCE

<b>Name &amp; Rank of Faculty Being Observed:</b>	
<b>Evaluator's Name:</b>	<b>PERFORMANCE EVALUATION</b> for AY 18-19
<b>Session Reviewed (please include topic, module and date of observation):</b>	

**\*NOTES from Pre-Session Meeting (teaching philosophy, approach to students, etc.):**

Activity	Evaluator's Comment/Evidence
1. Ability to convey ideas/content	
2. Respect and concern for students	
3. Encouraged student engagement and cognitive processing	
4. Use of available educational technology	
5. Does stated teaching philosophy match practice?	

6. Depth of content knowledge	
7. Demonstrates awareness of self-limitations	

**\*INSTRUCTIONS FOR REVIEWERS:**

The PEER EVALUATION process is meant to take place over 3 meetings. Please meet with the faculty member ahead of time in an effort to gain insight into the planned pedagogic session that you will be reviewing. Be sure to engage the faculty member on their philosophy of teaching, approach to the student for complex topics, and appropriate use of technology. With that as a background, then, attend the session and use this form to help you prepare the evaluation. Finally, meet with the faculty member to review your observations and share the review with the Chair so that it may be included in the faculty member's annual review materials.

**Evaluator's Summary Narrative (include teaching strengths and suggestion for improvement):**

\_\_\_\_\_  
Signature, Evaluator

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Faculty

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date