

Faculty Member's Name (typed or printed)

Name and Rank of Evaluator (typed or printed)

**INSTRUCTIONAL OBSERVATION AND EVALUATION INSTRUMENT
FOR PEER REVIEW**

These guidelines suggest seven areas of observation. The reviewer and the faculty being reviewed will select appropriate areas, and relative weights of each area of observation, through mutual agreement, prior to evaluation. The total of weights of selected areas of observation should add up to 100%.

- Scoring:**
1. Needs improvement in performance
 2. Meets expected performance criteria marginally
 3. Meets expected performance criteria adequately
 4. Exceeds expected performance criteria frequently
 5. Exceeds expected performance criteria consistently
 - NA Unable to observe or not applicable.

Organization _____% 1 2 3 4 5 NA

Observation Examples:

- Begins class on time in an orderly, organized fashion
- Clearly states the goals and objectives for the period
- Reviews prior class materials
- Does not digress often from the main topic
- Summarizes and distills main points at the end of class

Presentation _____% 1 2 3 4 5 NA

Observation Examples:

- Effectively uses audio-visual aids
- Speaks audibly and clearly
- Establishes and maintains eye contact with class
- Varies the pace to keep students alert
- Communicates a sense of enthusiasm toward the content
- Presentation style facilitates note taking
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Rapport _____% 1 2 3 4 5 NA

Observation Examples:

- Solicit student participation and feedback
- Responds constructively to student opinions

SUMMARY EVALUATION/LECTURE

Weights and ratings should be obtained from the Instructional Observation and Evaluation Instrument for Peer Review. To average a score for a particular category, multiply the weight times the rating. Scoring each item is done on a five point rating scale (1 lowest to 5 highest). Behaviors not observed or not applicable will not be scored.

		WEIGHT X	RATING =	TOTAL
I	Organization			
II	Presentation			
III	Rapport			
IV	Credibility and Control			
V	Content			
VI	Interaction			
VII	Active Learning			

OVERALL TOTAL: _____

Reviewer Comments:

Please sign below

I have read this instrument and agree with the above evaluation rating.

Name _____

Date _____

I have read this instrument and do not agree with the above evaluation rating.

Name _____

Date _____