

Peer Evaluation of Teaching – Face-to-face Class Version

Name of Instructor & Rank	
Course Number/Title	
Number of Students Enrolled	
Day/Time of Course	
Name of Evaluator & Rank	

Section A: Self-review of Instruction

Briefly review your goals and approach/methods for this course. Describe your strengths in teaching, as well as your goals for instructional growth (these may be goals established from a previous peer review).

Section B: Review of Syllabus, Course Structure, and Examples of Instructional Materials

Please list all the materials that were reviewed (e.g., syllabus, assignments, tests, Blackboard site or other online structure, etc...).

1a. Does the syllabus contain the following information, as designated in CLAS and ASU guidelines?

Content	No	Yes
Contact information		
Course description		
Learning outcomes		
Listing of assignments		
Grading policies and percentages/points		
Readings and daily/weekly itineraries and due dates		
Technology support		
Policies on absences and make-up work, including ASU policies for religious holidays and university sanctioned activities		
ASU academic integrity statement		
ASU disability accommodations statement		
Expected classroom and/or online behavior		
ASU policy against threatening behavior		

1b. Overall, does the syllabus communicate in a clear fashion the learning objectives, grading policies, and expectations of student conduct for the course?

1	2	3	4	5
Not at all clear		Somewhat clear		Very clear

1c. Please provide supporting information to explain your rating.

2a. Is the instructor covering the major content areas that should be covered in this course?

1	2	3	4	5
Many major areas are not covered.		Some major areas are not covered.		All major areas are covered.

2b. Please provide supporting information to explain your rating.

3. Please provide feedback on the examples of instructional materials (e.g., presentation materials, assignments, exams, etc.) that were provided in the pre-review meeting, including both strengths and suggestions for improvement.

Section C: Evaluation of Instruction for Face-to-face Class (Live or Video-recorded)

Date & time of class	
Course number and title	
Live or recorded observation	
Number of students in attendance for observation	

Please provide a quantitative rating for each item and then explain your rating below.

1a. Was the instructor well-prepared for class? This includes having necessary visuals and handouts ready at the start of class and smoothly transitioning between different activities/topics.

1	2	3	4	5
Instructor did not have necessary materials for class and appeared to be unprepared.		Instructor was somewhat prepared for class (e.g., had some materials ready, but not others).		Instructor was very well prepared and had all materials ready at the start of the class.

1b. Please provide supporting information to explain your rating.

2a. Was the instructor knowledgeable about course material as demonstrated by the presentation and by dissemination of accurate and up-to-date information based on current research, theory, and/or methods relevant to the course topic area?

1	2	3	4	5
Instructor did not demonstrate accurate knowledge of course material.		Instructor demonstrated some accurate knowledge of course material.		Instructor demonstrated accurate knowledge of all course material discussed.

2b. Please provide supporting information to explain your rating.

3a. Were the instructional methods appropriate for accomplishing the goals of the course? That is, taking into account the nature of the course and topic content, were the methods for delivery (e.g., lectures, demonstrations, discussions, group activities, etc.) appropriate?

1	2	3	4	5
Methods were inappropriate for course goals.		Methods were somewhat appropriate.		Methods were very appropriate for course goals.

3b. Please provide supporting information to explain your rating.

4a. Was the class session delivered or facilitated in an organized and clear manner? Was there a logical flow and pedagogically-appropriate structure throughout the course session?

1	2	3	4	5
Course session was unorganized.		Course session was somewhat organized.		Course session was very organized.

4b. Please provide supporting information to explain your rating.

5a. Did the instructor treat students with respect during the course session, including how she/he handled questions, comments, and other interactions with students?

1	2	3	4	5
Course instructor was disrespectful to students.		Course instructor was somewhat respectful.		Course instructor was very respectful.

5b. Please provide supporting information to explain your rating.

6. Please provide an overall assessment of your observation, including both what worked well and suggestions for improvement.

Section D: Instructor's Response to Evaluation and Instructional Goals

1). Instructor's Reflection and Response to Evaluation: Please share briefly your reflections on the class or instructional unit observed and, if desired, respond to particular aspects of the feedback received in this peer review.

2). Instructional Goals: Please identify two instructional goals based on the feedback you were provided. These may be evaluated in future peer-evaluations of teaching.

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Instructor's signature: _____ Date: _____

Evaluator's signature: _____ Date: _____