

FLORIDA STATE UNIVERSITY SCHOOL OF INFORMATION PEER REVIEW OF TEACHING GUIDELINES

Approved by the School of Information Faculty: 22 April 2020

Replaces version approved on 18 November 2015

Tenure-line faculty should have at least one peer review of teaching before their Third Year Review, and at least one more peer review of teaching before their Promotion and Tenure review.

Specialized faculty on the Teaching Faculty track should have at least two peer reviews of teaching before their promotion reviews (and are required to have two peer reviews of teaching within the last 12 months before going up for promotion).

All tenure-line or specialized faculty at any rank may request a peer review of teaching at any time. The Director of the School may also request a peer review of teaching for any faculty member at any time, in consultation with the faculty member.

If possible, the peer review team should consist of one senior faculty member and one junior faculty member, and if applicable, the senior faculty member should be the instructor's mentor.

Peer Review of Teaching Procedures:

1. Instructor and reviewer(s) select a specific class meeting for the observation.
2. Instructor completes the Peer Review of Teaching Pre-Observation Form (see below), and shares it with the reviewer(s) at least one week prior to the observed class session.
3. Instructor being observed provides reviewer(s) with all needed materials (such as access to the course website) at least one week prior to the observed class session
4. Reviewer(s) attend the class session, complete the Peer Review of Teaching Summary Form (see below) and share with the instructor being evaluated.
5. Instructor being evaluated has the opportunity to seek clarifications, correct errors, etc. before the Peer Review of Teaching Summary is considered complete.
6. Reviewer(s) and instructor sign the Peer Review of Teaching Summary, and send it to the Director of the School for placement in the instructor's permanent file

Note that the instructor and reviewer(s) may choose to meet prior to and/or after the observation, but this is neither required nor expected.

PEER REVIEW OF TEACHING PRE-OBSERVATION FORM

Name of Instructor Observed:

Names of Peer Reviewers:

Course Number and Title:

Venue of course (online or face-to-face):

Number of Students Enrolled in Course:

Date of Class Observation:

How many students typically attend this class, and is attendance required?

What is the topic of the class on the observation date?

What do you hope to accomplish in this class session?

What teaching techniques and materials will you use in this class session?

Will this class represent a typical sample of your teaching? If not, what will be different?

Are there particular challenges you have encountered while teaching this course this semester?

What substantive activities related to this session have the students completed outside of class?

PEER REVIEW OF TEACHING SUMMARY FORM

Name of Instructor Observed:

Names of Peer Reviewers:

Course Number and Title:

Venue of course (online or face-to-face):

Number of Students Enrolled in Course:

Date of Class Observation:

Content (materials presented in class, readings, materials presented outside class (including the organization of the course website, syllabus, and related materials), relation of materials to course or session objectives, appropriateness of materials to level of course, etc.):

Instruction (teaching techniques used, clarity of presentation, clarity of expectations for students, the degree to which the goal of the class was achieved, how the instructor dealt with any challenging situations or setbacks during the class, the instructor's mastery of the topic, etc.):

Interaction (interaction between instructor and students or among students, inside and outside class session; instructor's respect for students; feedback given to students during class; clarity of communication; etc.):

Overall summary (highlight observed strengths and specific suggestions for improvement):

Reviewer 1 signature & date:

Reviewer 2 signature & date:

Instructor signature & date:

THIS FORM NOT TO EXCEED ONE PAGE WHEN COMPLETED (remove all text in parenthesis, including this statement, after using it for content guidance)