



**PEER OBSERVATION RECORD**

**Faculty:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Peer Observer:** \_\_\_\_\_

**Purpose:** The purpose of this form is to provide feedback to the faculty member from the perspective of a fellow teacher. This form is designed to give some structure to interactions between the two individuals and should be included in the annual portfolio presentation to your department chair. You may not observe all of the behaviors listed here, never-the-less, the faculty member (teacher) should complete the self-evaluation found on page 3 and the observer peer should complete the Likert scales including several commendations and one recommendation. The faculty pair should schedule about an hour to review and discuss the documents.

**Directions:**

1. Complete the following form and discuss it with the faculty member.
2. Remember your role is not to criticize your fellow faculty member, but to document strengths and to provide coaching and dialogue about the art and science of teaching.
3. After discussing the forms, complete the documentation and submit a copy to the department chair.
4. The teaching faculty should save all forms and include them in the annual portfolio.

5 = exceptional 4 = proficient 3 = satisfactory 2 = emerging 1 = unsatisfactory n/a = not observed

I.	Setting the Instructional Climate						
	Organized and timely	5	4	3	2	1	n/a
	Initiating learning (focus)	5	4	3	2	1	n/a
	Objectives are clear and relevant	5	4	3	2	1	n/a
	Establishes mood & tone	5	4	3	2	1	n/a
Comments: _____ _____ _____ _____							

**II. Presentation**

Teaching strategy:    lecture    blended    problem solving    small groups    student presentations  
(circle all that apply)

Organization/on time:	5	4	3	2	1	n/a
Use of expertise/content knowledge:	5	4	3	2	1	n/a
Knowledge of the discipline:	5	4	3	2	1	n/a
Modeling the university mission & values:	5	4	3	2	1	n/a
Respect for student needs:	5	4	3	2	1	n/a
Consistent management of student behaviors:	5	4	3	2	1	n/a
Attention to safety issues:	5	4	3	2	1	n/a

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Attention to the Needs of the Learner**

Vocabulary & terms	5	4	3	2	1	n/a
Supplemental materials	5	4	3	2	1	n/a
Questions for clarification	5	4	3	2	1	n/a
Feedback & discussion	5	4	3	2	1	n/a
Response to students	5	4	3	2	1	n/a
Summary at the end of class	5	4	3	2	1	n/a

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. Use of Technology**

Skill with equipment	5	4	3	2	1	n/a
Germaine to content	5	4	3	2	1	n/a
Facilitates learning	5	4	3	2	1	n/a

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Verbal and Non-verbal Behaviors**

Enthusiasm for content	5	4	3	2	1	n/a
Warmth for students	5	4	3	2	1	n/a
Voice & eye contact	5	4	3	2	1	n/a
Use of wait-time	5	4	3	2	1	n/a

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Commendations**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_

**VII. Recommendation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Commendations document the good work of our colleagues and are important!  
One good recommendation sets a new target for the teacher.

**ADVENTIST UNIVERSITY OF HEALTH SCIENCES**

**Faculty Peer Observation  
Documentation of Completion**

Faculty Member: \_\_\_\_\_

Class/Subject: \_\_\_\_\_

**Directions:**

Please give this form to the program director/department chair to be retained in the faculty member's file.

**Statement of Completion:**

I observed this faculty member in the classroom on (date) \_\_\_\_\_.

Based on my observations, the Peer Observation Record was completed, reviewed with and given to the faculty member.

**Observer:**

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

\_\_\_\_\_  
Signature