# Peer Evaluation – Tips

**Before Classroom Observation – Meeting**

The pre-evaluation meeting provides an opportunity to ensure a mutual understanding of the faculty’s intentions related to class goals, students, teaching style and philosophy. The meeting provides a brief but structured way of obtaining important information prior to the classroom observation.

At least one week before an observation, the faculty member should meet with the observer to discuss the following aspects of the classroom visit. The faculty member will have completed the Classroom Observation form (classroom faculty column). The observer can capture key findings in the Observer column. Note: this form can be used in Peer Evaluation processes, as well as Dean observations of classroom activities.

| **Aspect** | **Classroom Faculty** | **Observer (Peer or Dean)** |
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| What do you hope to learn from the classroom observation experience? |  |  |
| What feedback from students and/or others does the faculty already have? |  |  |
| What will happen in the class being observed? |  |  |
| What is the learning goal of the class? What do you want students to gain from the class? |  |  |
| What can I expect you to be doing? |  |  |
| What role will you play? |  |  |
| What teaching methods will you use? |  |  |
| Have students been asked to prepare prior to your class? |  |  |
| What was done earlier in the course that leads into this particular class? |  |  |
| Will this particular class be generally typical of your teaching? If not, why? |  |  |
| Is there anything in particular you want me to focus on to provide feedback? |  |  |
| What affect will it have on the classroom when an observer is present? |  |  |
| How will the observer’s presence be acknowledged? |  |  |
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