

Recommended “best” practices in local peer review / peer observation:

- **Reflects a more “holistic” and complete view of an instructor’s teaching:**
 - consists of significantly more than just 1-2 observations focused on classroom mechanics, management, and presentation skills.
- **Includes a significant formative component:** (i.e. a prominent “coaching” approach)
 - designed in large part to enhance teaching effectiveness - a coaching process that includes a pre and post observation dialogue between the observer team and the instructor.
- **Includes multiple observations by multiple observers:** (at least 2 observers per team)
 - includes a written description (brief) of how observers are selected and their relationship with the instructor.
 - ensures that a training process for observers/reviewers is in place and described.
- **For pre-promotion faculty, includes at least 2 separate peer observations before promotion review:**
 - #1: the first ideally occurs early in an instructor’s teaching career. It is intentionally formative (*designed in large part to enhance teaching effectiveness - i.e. it reflects a coaching approach that includes a pre and post dialogue between the observer team and the instructor*)
 - #2: occurs 1-2 years following the initial observation, likely closer to promotion. In addition to the formative process, achievements and progress since the first review/observation are a component of the report from the second observation (*more summative*).
- **Includes observations/review of other teaching activities in addition to lecture:**
 - as appropriate for each instructor: e.g. laboratory sessions, clinical teaching, active learning activities, online teaching, etc.
- **Includes review and discussion of the instructor’s Teaching Materials, such as:**
 - The instructor’s written Teaching Philosophy
 - The instructor’s written Learning Outcomes (objectives)
 - Course or section syllabi (if appropriate)
 - Examples of student assessments (including exam statistics – mean, distribution, etc.)
 - Online materials
 - Class notes
 - Digital materials (e.g. only videos)
 - Examples of [“enduring” instructional materials](#) (enduring = used repeatedly / used by others)
 - etc.
- **Output = a 1-3 page written report that is included in the promotion dossier and/or annual review:**
 - accompanied by a description of the review/observation process, including how observers/reviewers are selected and trained, and their relationship to the instructor.
 - submitted to external and university reviewers as part of promotion process.