

KINGSBOROUGH COMMUNITY COLLEGE
Of
The City University of New York

Peer Observation of Teaching

Peer observation of teaching is a collaborative process between colleagues with the primary goal of conducting a dialogue to improve teaching. Beyond evaluating teaching for personnel action (reappointment, promotion), peer observation of teaching provides opportunity for faculty to share best teaching practices, grow as educators, and support one another so that the best possible learning environment and experiences are provided to students. Please refer to Article 18 (also, see Article 18 Memorandum of Agreement) of the CUNY PSC Collective Bargaining Agreement as well as KCC Faculty Handbook section on evaluation processes

Description of the Process

1. Notification: A faculty member will be contacted about their review of teaching, in accordance with the notification process as per Article 18, using the notification process determined by their academic department. The faculty member will be asked to respond that the date and time of the observation is acceptable. Prior to the observation, the aims of the lesson and an outline are sent the observer. Although not required, the observer may ask to meet with the observee for a conversation about specific areas of focus for the observation and how the observer can best assist the faculty member to improve their teaching.
2. Observation of the lesson: The observer will complete the Peer Observation of Teaching report. The purpose of the report is to serve as a tool to evaluate instruction in a way that is as equitable as possible for all disciplines, styles, and modalities (in-person, hybrid, v } v o] v • v š } Œ š • š v Œ] ì Œ % } Œ š] v P (} Œ u š X d Z } performance based on each criterion and provides written comments to assist colleagues to identify specific strengths or opportunities for instructional improvement.
3. Post Observation Conference Memorandum report: After the observation of the lesson is complete, the observer and observee will meet to discuss the Peer Observation of Teaching report and engage in a dialogue between colleagues offering suggestions, thinking about the

Peer Observation of Teaching Report

Observers will use the Peer Observation of Teaching Report to provide instructors with

PEER REVIEW OF TEACHING REPORT
COVER SHEET

Instructor: _____ Department _____

Observer: _____ Observation Date: _____

Subject: _____ Course _____ Section: _____

Room (if applicable) _____

Instructional delivery mode: Face-Face Hybrid Online

Additional modality attributes if any (e.g Hyflex, Synchronous etc.)

Were the objectives of the lesson met? Yes [] No []

What tools, methods, or teaching strategies did the instructor use to achieve these objectives?

Summary of lesson/learning unit:

PEER REVIEW OF TEACHING
REPORTING FORM

1. Management of Learning Environment	Unsatisfactory	Needs to be developed	Effective	Highly effective	Not applicable	Comments (optional)
Timeline of the learning unit/lesson is clear and applied.						
Instructional environment is respectful and conducive to learning.						
Comments:						

3. Instructional
Strategies
The instructor:

Unsatisfactory

4. Instructor Communication Skills The instructor:	Unsatisfactory	Needs to be developed	Effective	Highly effective	Not applicable	Comments (optional)
Respectfully responded to student participation.						
Communicated effectively.						

5. Fostering Student Engagement

Summary of observation: Describe your overall impressions of the learning unit/lesson, including supporting examples.
List specific strengths of the instructor based on learning/lesson.
List specific recommendations for the instructor to improve their pedagogy based what was observed.
Additional comments on area(s) of emphasis specific to the discipline or mode of instruction:

Overall evaluation of lesson:

Satisfactory [] Unsatisfactory []

Signature of Observer _____ Date _____

I understand that my signature means only that I have read this observation report:

Signature of Faculty _____ Date _____ z z z z z z z z