

PROTOCOL FOR PEER OBSERVATION
OF AN ONLINE COURSE

KINGSBOROUGH COMMUNITY COLLEGE

Peer Review of Online Teaching

Kingsborough Community College values excellent teaching. Teaching quality and effectiveness include a collaborative effort by the individual instructor and the rest of the faculty. This shared responsibility should be reflected within the process of evaluating teaching through peer review.

Each untenured member of the faculty is evaluated at least once a semester through classroom/online observation by another faculty member of equal or higher rank in his or her department. Observations of tenured faculty are required for all promotions. The observation and evaluation of teaching effectiveness by a peer has two purposes. Article 18 of the CUNY-PSC Collective Bargaining Agreement states:

The evaluation of the professional activities of employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure and promotion.... Evaluation of a member of the teaching faculty shall be based on total academic performance, with especial attention to teaching effectiveness...

The observation and evaluation of teaching by one's peers should foster professional growth. While there is

The Observation Report

In observing faculty members, we are looking to see ways in which instructors help students achieve the learning objectives of each course. We can usefully think about the teaching performance under several necessarily interrelated headings. We understand that different disciplines will entail different pedagogical emphases, and so we have allowed room for departments to create their own questions under Departmental Priorities. The following questions are meant to serve as guides in observation of faculty members.

1. Course Site Management. Is the instructor in command of the website? Are course policies for online learning, attendance and participation clearly posted? Are assignments and due dates presented? Is the online website conducive to learning?
2. Instructional Coherence. Is the lesson under observation coherent in itself, with a clear focus which is clearly presented and reinforced by the instructor? Does the instructor provide/elicit enough depth and detail to adequately consider the subject? Is the learning unit par

KINGSBOROUGH COMMUNITY COLLEGE
of
The City University of New York

OBSERVATION REPORT of ONLINE INSTRUCTION

INSTRUCTOR _____ DEPARTMENT _____ SUBJECT _____

OBSERVER _____ DATE OF OBS. _____

Course _____ Time Obs. Began _____ Purpose: Reappointment [] Year _____

Section _____ Promotion []

Time Obs. Ended _____ Other _____

What is the topic of this learning unit? _____

What are the objectives of this learning unit? (Must be obtained from instructor prior to observation)

Were the objectives of the learning unit communicated to the students? _____

Were the objectives of the learning unit met? _____ Yes _____ No _____

What evidence was there that the instructor did or did not achieve these objectives? _____

Brief Summary of learning unit: _____

Consider each teaching element below and evaluate the teaching skills of the instructor by placing a check mark under the term best describing your evaluation of the instructor's actions. Add comments to illustrate your evaluation. Provide at least a summary evaluation in each category, and evaluations and comments on individual points where you feel you have observed enough to make them. (N.B. "Needs Improvement", "Effective" and "Highly Effective" are to be considered satisfactory evaluations. "Not Applicable" shall not be interpreted as a negative evaluation.)

Summary

Instructional Coherence The instructor:	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
8. Communicated the objectives of the learning unit.						
9. Introduced the lesson (overview or focusing activity).						

Teaching Strategies Used The instructor:	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
13. Presented or explained content clearly.						
14. Used examples to clarify points.						
15. Varied explanations in response to student questions or need for clarification.						
16. Fostered critical thinking.						
17. Highlighted important lesson goals in activities.						
18. Makes use of Web 2.0 tools or other course site features including podcasts and multimedia to support learning and to engage the students.						
19. Encouraged student participation/questions.						
20. Asked questions to assess student understanding.						
21. Provided opportunities for students to interact together to discover/discuss or practice content points.						

Summary

Subject Mastery The instructor:	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
22. Presented content at a level appropriate for the students.						
23. Presented materials relevant to the purpose of the course.						
24. Demonstrated command of the subject matter.						

Summary

Instructor and Student Attitudes and Characteristics The instructor:	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
25. Instilled appreciation for the subject.						
26. Showed respect for student questions and responses.						
27. Presented information or guided discussions with enthusiasm and interest.						
28. Responded appropriately to student behavior and use of the course website.						

(Continued on next page)

Instructor and Student Attitudes
and Characteristics (continued)
The instructor maintained an
environment where the students:

Unsatisfactory

Evaluation of Online Lesson:

Comments:

Specific Recommendations for Improvement:

Additional Comments:

Overall Evaluation of Online Lesson:

Unsatisfactory []

Satisfactory []

Signature of Observer _____ Date _____

I understand that my signature means only that I have read this 6-page observation report:

Faculty Member's Signature _____ Date _____