

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 an 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 the KCC Faculty Handbook section on evaluation processes.

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 modes of instruction (in-person, hybrid, and online) and to create a standardized reporting format. The observer rates the instructor's performance based on each criterion and provides written comments to assist colleagues to

Instructor:

Department:

Observer:

Observation Date:

Subject:

Course

Section:

Room (if applicable)

Instructional delivery mode: Face-to-face Hybrid Online

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

Purpose: Reappointment Year _____ Promotion

Other _____

Information obtained from the instructor prior to the observation:

Topic of the lesson/learning unit:

Learning outcomes for the lesson/learning unit:

Were the objectives of the lesson communicated to the students? Yes No

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:

Timeline of the learning unit/lesson is clear and applied.						
Instructional environment is respectful and conducive to learning.						
Comments:						

The instructor:



The instructor:						
Respectfully responded to student participation.						
Communicated effectively.						

Describe your overall impressions of the learning unit/lesson, including supporting examples.
List specific strengths of the instructor based on learning unit/lesson.
List specific recommendations for the instructor to improve their pedagogy based on 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**