



Peer teaching observation reports are an essential part of all faculty dossiers at the University of Texas at Austin. The *minimum number* required at various stages of professional evaluation are as follows:

- third-year reviews of tenure track faculty = **2**
- promotion to associate professor = **4** (including 2 third-year-review reports)
- promotion to full professor = **3**
- promotion of non-tenure track faculty = **3**
- Comprehensive Periodic Review = **1** minimum during the six-year period

What is Peer Observation?

Quite simply, peer observation entails a visit by one faculty member to the classroom of another, with notes made in situ and a written report to follow. (In this document, they are referred to as “observer” and “instructor,” respectively.) Observations assess instructor preparedness, professionalism, and delivery of content, as well as student engagement and classroom dynamics generally.

How is a Peer Observation performed?

Observers follow guidelines established by the Department of Art and Art History. The “Classroom Observation Report” form to be used presents targeted questions to focus the observer’s attention, each with a numerical rating scale. That document forms the basis for a subsequent written report.

Procedure

- Observer may be at the rank of the faculty member under review or above.
- Observer contacts instructor to determine a date and time for the classroom observation.
- Instructor provides observer with a copy of the syllabus and any instructional materials relevant to the pedagogical objective for the class on the day of the observation.
- Observer provides instructor with the “Classroom Observation Report” form, so the evaluation criteria are evident.
- Whether attending a lecture, seminar, or studio/lab class, the observer must attend for at least 75 minutes of the scheduled class.
- Observer may take notes/fill in the “Written Report of Classroom Observation” during the class visit, though the report needs to be polished for submission. Additional written reports may be composed at the observer’s discretion.
- Upon completion, observation reports must be submitted to the Assistant Chair of the relevant division, who then meets with both observer and instructor to review the report. The Assistant Chair afterwards submits the report to the Executive Assistant for the instructor’s file.

Please make a hard copy of your report with the following dates:

- **Date of observance**
- **Date of written report**
- **Date met and discussed with instructor and Assistant Chair**



Written Report of Classroom Observation

Instructor _____

Number of
Students Present _____

Course # and Title _____

Date _____

1. Content Knowledge The instructor demonstrates an understanding of subject content.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident
2. Instructional Planning The class structure demonstrates evidence of instructional planning.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident
3. Instructional Delivery The instructor employs a variety of strategies to deliver content.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident
4. Engagement of Students The instructor effectively engages students.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident
5. Learning Environment The instructor creates a positive learning environment.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident
6. Communication and Professionalism The instructor communicates effectively and demonstrates professional behavior.	<input type="checkbox"/> Evident <input type="checkbox"/> Not Evident

