

## GUIDELINES FOR PEER EVALUATION

1. The appropriate Department Head will complete a peer evaluation on new faculty for his/her first two semesters of teaching.
2. Peer evaluations are to be completed on all full-time and part-time faculty, but not guest lecturers.
3. Following the first two semesters of employment, non-tenured faculty will be evaluated each semester by a faculty member chosen by the Department Head.
4. Tenured faculty will be evaluated annually by a faculty member chosen by the Department Head.
5. The Department Head will be evaluated annually by a faculty member chosen by the Dean.
6. The original Peer Evaluation will be submitted to the faculty member being evaluated; two copies will be made and submitted to the Department Head.
7. In addition to the required peer evaluations, faculty may request additional evaluations for formative purposes. These may be conducted by the faculty member of their choice.

**PEER EVALUATION OF TEACHING  
OBSERVATION WORKSHEET  
COLLEGE OF PHARMACY**

Instructor \_\_\_\_\_

Date \_\_\_\_\_

GUIDELINES FOR PEER REVIEW:

1. A pre-evaluation consultation in which course materials should occur and a discussion about these materials should be held during the class session(s) to be observed.
2. Peer evaluation must include at least one such meeting.
3. Peer evaluation must be completed within one week after the final class session.

<b>B. Presentation</b>	<i>DNO</i>	<i>NSD</i>	<i>ND</i>	<i>A</i>	<i>AW</i>
Presented or explained content clearly					

<b>E. Course Documents</b>	<i>DNO</i>	<i>NSD</i>	<i>ND</i>	<i>A</i>	<i>AW</i>
Prepared student for lesson with appropriate assigned reading	0	1	2	3	4
Followed presentation handout/syllabus	0	1	2	3	4
Presented helpful written materials (syllabi and objectives, handouts) to reinforce key points	0	1	2	3	4
Comments:					