

Faculty name: \_\_\_\_\_

Year and semester of observation: \_\_\_\_\_

**1. During the first week of the semester:**

The P&T Subcommittee notifies the area head that faculty peer evaluations need to be scheduled. The area head, or designee, will serve as the evaluation team chair.

**2. During first three weeks of the semester:**

Pre-observation meeting: P&T Subcommittee, area head (or designee) identify a second faculty member from outside the area to join the evaluation team. Considerations should be made to diversify the committee over the five-year T&P cycle or when preparing for promotion to ensure evaluation team assignments are spread equally among the faculty. [A Pre-Observation Worksheet can be found here.](#)

Evaluation Team Chair: Area head (or designee): \_\_\_\_\_

Evaluation Team Member: Second faculty member:  
\_\_\_\_\_

**3. By the end of the second week of the semester:**

The faculty member submits a list of class meetings or lessons that are inappropriate for observation, along with a reason for each.

**4. By the end of the 3rd week:**

Observation dates will be communicated to all parties by the area head (or designee).

**5. First observation:**

Will take place no earlier than the 4th week of the semester and no later than the end of the 8th week.

First observation date: \_\_\_\_\_

- One week before 1st observation: P&T Subcommittee receives course materials from the faculty member and distributes to the evaluation team. Materials may include:
  - Syllabus (required)
  - Lesson plans/outlines, desired learning outcomes, or rehearsal goals (if necessary)
  - Assignments or scores (if necessary)
  - The previous year's summative review letter and faculty member self-reflection from previous semester, if applicable.
- Between observations, faculty may request informal feedback from the evaluation team chair.

**6. Second observation:**

Will take place at least one week after the first observation. For applied lessons, the same student should be observed.

Second observation date: \_\_\_\_\_

*All observations must be done in person except for online instruction. [An Observation Report Worksheet can be found \*\*here\*\*.](#)*

**7. Following the second observation:**

The evaluation team chair compiles the team members' commentary and drafts a summative evaluation letter to be delivered to the P&T Subcommittee within one month of the final observation. The letter will be sent to the Office of the Director to remain on file and a copy will be provided to the faculty member. In response to the letter, the faculty member will write a self-reflection and deliver it to the Office of the Director within one month after receiving the committee's letter.