Guidelines for Peer Classroom Observation and Report

Department of Mathematics and Statistics

UNC Charlotte

1. After the classroom visit, the faculty evaluator should discuss (preferably in person) with the faculty member who has been observed about the visit and the findings, and convey any suggestions for improvements to the faculty member being observed, prior to writing the formal report.
2. The written report should be submitted to the department chair. This will be used in the annual evaluation of the faculty member being observed.
3. The faculty evaluator is encouraged to address any items that he/she deems necessary and appropriate, such as the ones listed below (the list is not intended to be an exhaustive one):

* Is the instructor on time for class;
* What is the general class atmosphere (for example are the students attentive);
* Is the instructor engaging the students;
* Is the lecture clear (content and speaking) and/or well organized;
* How well prepared the instructor is for the class;
* Does the instructor makes good use of the black/white board;
* Is the instructor making frequent eye contacts with the students;
* Does the instructor demonstrate a good understanding of the course materials;
* Is the instructor making use of the smart podium (docucam for example);
* Does the instructor have a good control of classroom environment;