

Process Checklist for Peer Review Program Participants

- To request a peer review of your teaching, please send an e-mail to your faculty/department peer review coordinator with the following information:
 - a) your name
 - b) faculty and/or department
 - c) telephone number
 - d) date of class to be peer reviewed (if known)
- The peer review coordinator will contact you and help you choose 2 peer reviewers based on your preferences and their availability. Please be aware that, due to scheduling issues, it could take 4 to 6 weeks before you have your first meeting with your peer reviewers.
- Select which particular course(s) and class(es) will be the focus of the peer review.
- Select the feedback, media, and format options for your review:

A. Feedback Options

Two peer reviewers will attend and provide feedback about

- a) the same class.
- b) different classes in the same course.
- c) different classes in different courses.

B. Media Options

- a) PTC may be able to arrange for video taping in certain classrooms and produce a DVD to be used for personal reflection or peer review.
- b) No class will be filmed.

- After selecting your peer reviewer(s), negotiate with your peer reviewer(s) to set dates, times, and locations for:
 - a) the pre-observation meeting (at least **one week prior** to the observation).
 - b) the classroom observation(s).
 - c) the post-observation meeting (no later than **one week after** the observation).
- Prepare for the pre-observation meeting by reviewing and reflecting on the list of pre-observation questions.

- Meet with your peer reviewers for the pre-observation meeting.
- Teach your class while your peer reviewers observe and/or the proceedings are filmed.
- Reflect on what happened during the class and whether you accomplished your objectives for the day. Record any issues or events that you would like to discuss with your peer reviewers.
- Meet with your peer reviewers for post-observation meeting **within 1 week** after the classroom observation.
- Review, reflect on, and respond to (optional) the peer reviewers' feedback reports.
- Decide whether or not to submit the peer reviewers' reports (along with your own) to include them in your teaching portfolio.