## Guidance about writing this report:

* The goal of this report is to support a respected colleague in continuing to improve their teaching.
* Most people can only hear and take action on a limited amount of feedback at a time. Feedback on teaching tends to be taken more personally than feedback on research. Highlighting strengths and prioritizing a few actionable suggestions is more likely to lead to meaningful teaching advances than a long list of suggestions.
* Aim to have 2-3 times as many strengths as suggestions.
* If observed practices do not align with the three required components of teaching, or otherwise need addressed, include directive items in the “weaknesses that need to be addressed” section
* Identify 3-4 main suggestions. Consider including an “easy fix” on which they can make immediate progress. Progress motivates more progress.

## Report from Peer Observation of [candidate name] by [observer]

**Course:**

**Semester:**

**Class session(s) observed**:

**Other important context:** Co-teacher, point in the semester, global pandemic, etc.

As a reminder, the peer observation focused on three required dimensions of teaching that the [XXX] Department considers critical for student learning and persistence:

* Instructor engages students in practicing relevant knowledge and skills (C1)
* Instructor creates a welcoming and inclusive classroom environment for all students (C2)
* Lesson addresses important and relevant material that is appropriately challenging for the course level and student population (C3)

**Overall summary:**

**Strengths observed in your teaching:** Aim for 2-3 times as many strengths as weaknesses/suggestions. Use a bulleted list.

**Weaknesses in your teaching that need to be addressed:** This does not have to be included in every review but should be used if the observed teaching does not align with the three required teaching components.

**Suggestions for your teaching:**

IF the review is summative (for formal evaluation purposes):

This feedback has been provided to you and is retained by the […]. The goal of this observation was to help you continuously improve your teaching and to contribute to summative evaluation of your teaching for review (e.g., 3rd year review, promotion, tenure, post-tenure review).

IF the review is formative (for feedback only):

This feedback has been provided to you and is retained by the [XXXX]. The goal of this observation was to help you continuously improve your teaching. Nothing reported here will be used to evaluate you for annual review, 3rd year review, promotion, or tenure. You may choose to highlight any, all, or no parts of this feedback in future documents that you create for evaluation purposes, but there is no expectation that you do so.