

Pre-Observation Meeting Guide

Set aside 30 - 45 minutes for this initial meeting. Use the guide and questions below to establish rapport with the instructor and to set clear expectations for the peer review.

Set Expectations

1. Clarify the purpose of the review request; is this a formative or summative review?
2. Outline the key steps involved in the review process.
1. Establish a mutually agreed-upon timeline for the review and determine how the reviewer will be introduced to students (if applicable).
3. Explain what deliverables will be shared after the review. Will the instructor receive a report containing feedback, a formal letter, etc.?

Gather Information

1. What is the course title and number?
2. How many students are enrolled in the course?
3. What students typically take this course (rank, major, etc.)?
4. How does the course fit into the curriculum? Is it required, elective, prerequisite, Gen-Ed?
5. What challenges are generally associated with the course, regardless of the instructor?
6. What other information can the instructor share that would be useful for the reviewer (e.g. syllabus, access to the Brightspace course site, lecture materials)?

Determine Goals

2. What is the instructor's main goal or concern?
3. On which aspect(s) of teaching does the instructor wish to focus (e.g. content, style, interaction, engagement, etc.)?