

[LOU15: Assessment of Teaching](#)

Faculty members have the option of including In-class Peer Observation of Teaching form(s) in their Assessment File used for the purposes of T&P and performance review:

Each Faculty Member's Assessment File shall contain

- For each year of the review period, the Member's Choice of one of
 - Results of Student Feedback Questionnaires for all courses taught within the year, and/or
 - A completed and formalized In-class Peer Observation Form

The In-class Peer Observation of Teaching forms are now available online on the website[s] of the [Assistant Vice-President Academic](#) [and [Office of Teaching and Learning](#).]

Three forms have been developed to guide the In-class Peer Observation process:

1. **In-Class Peer Observation Form:** This **required** form is to be completed during the observed class and will be included in the faculty member's assessment package. **Note:** For Fall 2021, faculty will have the option of excluding Student Feedback Questionnaires and In-class Peer Observation Forms from their assessment packages.
2. **Pre-Observation Template:** This **optional** form is a guide for and/or record the pre-observation meeting between faculty and the chosen peer observer. Faculty may choose to include this as part of their assessment package.
3. **Post-Observation Template:** This **optional** form provides a record of the post-observation meeting between the faculty member and the peer observer. Faculty may choose to include this as part of their assessment package.

Faculty planning to request an In-class Peer Observation should review the process articulated in [LOU15](#) items 17 – 41, including but not limited to:

17. For an In-class Peer Observation, the Faculty Member:

- i. Submits to the Dean a list of six (6) potential Peer Observers, and;
- ii. Chooses the course and lecture that the Peer Observer will visit

18. Any Faculty Member who was assessed as being "Good" or better in Teaching in the most recent biennial review is an eligible choice as a potential Peer Observer.

21. The Dean shall select one of the potential Peer Observers to be the Peer Observer.

36. If a formalized In-class Peer Observation Form is not part of the Member's Assessment File two (2) weeks prior to the end of the review period, then Student Feedback Questionnaire results will be assumed to be the choice made by the member in **2(b)**.