

Wood Science & Engineering PEER REVIEW PROCESS CHECKLIST			
Task	Deadline	Completed	Notes
Faculty being reviewed			
Peer review subcommittee – two members			
Class and/or lab to be observed			
Class/lab visit by each subcommittee member			
Meet with students for 10 minutes during one of the visits			
Solicit additional student input as required			
Each subcommittee member meet with faculty being reviewed			
Draft peer review letter			
Finalize letter by full committee and deliver to Department Head			

Wood Science & Engineering PEER TEACHING EVALUATION CHECKLIST				
	Very Good	Good	Acceptable	Needs Improvement
Clarity of learning objectives				
Demonstrates ability to interact with students				
Demonstrates preparation of instructional tasks and materials				
Demonstrates ability to foster student learning and to provide a good learning climate for all students				
Uses effective speech and written communication				
Demonstrates a variety of teaching strategies appropriate to the classroom				
Demonstrates effective classroom management strategies				

Wood Science & Engineering PEER TEACHING OBSERVATION (FOR INTERNAL USE)

	Exceeds level of expected qualities	Meets level on all qualities	Meets level on most qualities	Meets level on some qualities	Meets no/few expected qualities	Not observed
<i>Teacher Organization</i>						
The instructor is well prepared for class						
The objectives of the class are clearly stated						
The instructor uses class time efficiently						
The learning activities are well organized						
The class remains focused on its objectives						
<i>Instructional Strategies</i>						
The instructor's choice of teaching techniques is appropriate for the goals						
The instructor has good questioning skills						
The instructor raises stimulating and challenging questions						
The instructor mediates discussion well						
The class schedule proceeds at an appropriate pace						
The instructor uses multimedia effectively						
Board work is legible and organized						
Course handouts are used effectively						
The instructor provides clear directions for group work or other forms of active learning						
The instructor facilitates group work well						
The instructor helps students to learn from each other						
The instructor helps students apply theory to solve problems						
The instructor effectively holds class attention						

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	Exceeds level of expected qualities	Meets level on all qualities	Meets level on most qualities	Meets level on some qualities	Meets no/few expected qualities	Not observed
The instructor provides an effective range of challenges						
<i>Instruction in Laboratories, Studios, or Field Settings</i>						
Experiments/exercises are well chosen and well organized						
Procedures/techniques are clearly explained/demonstrated						
Assistance is always available during experiments/exercises						
Experiments/exercises are important supplements to course						
Experiments/exercises are of appropriate level of difficulty						
The instructor's emphasis on safety is evident						
The instructor works well with students and other parties in the setting						
<i>Content Knowledge</i>						
The instructor is knowledgeable about the subject matter						
The instructor is confident in explaining the subject matter						
The instructor pitches instruction to an appropriate level						
The instructor uses a variety of illustrations to explain content						
The instructor provides for sufficient content detail						
The instructor focuses on important content in the field						
The instructor demonstrates intellectual curiosity toward new ideas or perspectives						
The instructor corrects racist or sexist bias in assigned materials						

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	Exceeds level of expected qualities	Meets level on all qualities	Meets level on most qualities	Meets level on some qualities	Meets no/few expected qualities	Not observed
<i>Presentation Skills</i>						
The instructor is an effective speaker						
The instructor employs an appropriate rate of speech						
The instructor uses classroom space well						
The instructor is enthusiastic about the subject matter						
The instructor makes the subject matter interesting						
The instructor's command of English is adequate						
<i>Rapport with Students</i>						
The instructor welcomes student participation						
The instructor motivates students						
The instructor stimulates interest in the course subject(s)						
The instructor responds well to student differences						
The instructor demonstrates a sense of humor						
The instructor uses effective classroom management techniques						
The instructor demonstrates flexibility in responding to student concerns or interests						
The instructor welcomes multiple perspectives						
The instructor anticipates student problems						
The instructor treats students impartially						
The instructor respects constructive criticism						

Wood Science & Engineering PEER TEACHING OBSERVATION (FOR INTERNAL USE)

	Exceeds level of expected qualities	Meets level on all qualities	Meets level on most qualities	Meets level on some qualities	Meets no/few expected qualities	Not observed
The instructor does not express sexist or racist attitudes						
The instructor is able to help many kinds of students						
The instructor is sensitive to individual interests and abilities						
Clarity						
The instructor responds to questions clearly						
The instructor emphasizes major points in the delivery of the subject matter						
The instructor explains the subject matter clearly						
The instructor relates course material to practical situations						