School of Business
PEER OBSERVATION OF TEACHING FORM

Instructor: ______________________   Observer: ______________________

Class: ______________________    Date: ______________________

Instructor Defined Objectives:

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Observer Feedback:

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Instructor Self-Feedback:

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Pre-observation conference date: __________   Post-observation conference date: __________

_________________________   ______________________
Observer Signature   Instructor Signature
**Instructions for Use of Peer Observation of Teaching Form**

**Before the Observation:**
- The Instructor completes the “Instructor Defined Objectives” section and provides suggested dates for the observation visit with the designated Observer.
- Observer and Instructor meet for a Pre-Observation Conference to review the objectives and finalize an observation date. The date of this meeting is noted on the form.

**After the Observation:**
- The Observer will complete the “Observer Feedback” section of the form within 3 days of the observation and provide the form to the Instructor.
- The Instructor completes the “Instructor Self-Feedback” section of the form and sets a date for the Post-Observation Conference.
- During the Post-Observation Conference, Instructor and Observer discuss the feedback noted on the form and each party keeps a signed copy of the form.

Please note that this form provides a basic but not restrictive format for the process, and should not be seen as limiting any feedback the two parties may deem to be desirable and appropriate. Additional information and processes are encouraged.