

Updated September 2024

Recommendations for Peer Faculty Teaching Observations of F2F Classes

PHASE 3: OBSERVATION

PHASE 4: POST-OBSERVATION MEETING

Areas of focus for post-observation discussion between instructor and observer, as well as recommendations for any formal write-up by observer for Phase 4:

For observer



Listen to observations completely before responding to them. Try not to immediately explain, rationalize, or become defensive.

Check that you have understood the feedback and seek clarification as necessary.

Ask the observer to provide specific examples.

Try to accept or incorporate formal and informal teaching observations as a normal and familiar part of your routine as a teacher.

PHASE 5 (OPTIONAL): WRITE-UP

Only if requested by instructor, observer writes a summary letter. See recommendations about giving feedback from Phase 4.