**Peer Observation of Teaching**

Guidelines for the Observer Writing the Report

We recommend that the observer provide a written document (“report”) to the instructor who has requested a peer observation of teaching. That report can be shared with the instructor being observed before or during the post-observation meeting. The instructor being observed should have the opportunity to provide comments on the report and, as relevant, discuss desired edits before the report is “final”. The report is confidential between the observer and instructor being observed.

The report should provide a summary of the Peer Observation of Teaching experience with details and reflections and may consist of the following materials:

**Notes from the pre-observation meeting**

This may include notes taken by the peer observer during the meeting, a summary that the peer observer writes up after the meeting, and the written answers that the instructor being observed provided.

Traditionally, the peer observation of teaching has focused on classroom teaching. However, we invite you to ask the instructor about their approach to course and curriculum design and about ways they pursue their professional growth in teaching.

**Notes that the peer observer takes during the classroom observation, or a summary written immediately after**

These notes may include text, charts, diagrams, or other details. If the instructor being observed chooses to have their class recorded, the peer observer may take additional notes on the timing of various parts of the lesson (for future reference for the instructor being observed when they are viewing the recording).

**Notes taken during the post-observation meeting**

This may include notes or a summary that the peer observer writes during the conversation and notes that summarize the conversation between the peer observer and the instructor being observed.