

TO: Department Administrator (asianlladmin@uw.edu)

FROM:

RE:

DATE:

Please submit completed peer reviews by **Monday, April 24**.

**A. Please complete Tables 1-4.**

**Table 1: Instructional responsibilities (the person observed may complete this chart)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course #** | **# sections taught** | **Class contact hours/ week** | **# TAs supervised** | **TA meeting hrs/week** | **TA class observation hrs/quarter** |
| Lecture | Drill |
| **Spring 2022** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Summer 2022** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Autumn 2022** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Winter 2023** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Table 2: Teaching materials included in the instructor’s teaching file**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Syllabi | Schedules | Instructional Materials | Tests | Student Evaluations |
| Quizzes | Tests | Midterm(s) | Final |
|  |  |  |  |  |  |  |  |

**Table 3: Pre- and/or post-observation meetings (optional)**

|  |  |  |
| --- | --- | --- |
|  | **Pre-observation** | **Post-observation** |
| **Meeting Dates** |  |  |

**Table 4: Summary of student evaluations**

Summary of student evaluations: Scores indicate the satisfaction and perspective of students who responded, not instructional effectiveness. Scores aren’t statistically valid for class sizes smaller than 35 and when there is a low response rate (Hours/credit: \* = approximate based on total hours ÷ credit hours).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Quarter** | **Course #** | **# responded/****enrolled** | **Summative Rating****median** | **Summative Rating****adjusted median** | **Challenge & Engagement** **CEI** | **Hours/ credit** | **Expected grade****class median** |
| **Spring 2022** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Summer 2022** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Autumn 2022** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Winter 2023****(when available)** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**B.** Please write a concise report. Please consult with the person being reviewed to see if they have any particular areas they would like you to consider. Reports must include a write-up of the class observation including summary of discussion from any pre- and/or post-observation meetings. Reports may also discuss syllabi (including descriptions of learning goals and how learning outcomes are assessed), teaching materials and course website(s), and student evaluations. (Please feel free to delete these instructions from your final report.)