

**PEER EVALUATION FORM**

TEACHER \_\_\_\_\_

EVALUATOR \_\_\_\_\_

**Consideration**

**Rank:**        \_\_\_ Assistant Professor        \_\_\_ Associate Professor        \_\_\_ Professor  
               \_\_\_ Assist Librarian II        \_\_\_ Associate Librarian        \_\_\_ Librarian  
**Tenure:**     \_\_\_ Three-year                      \_\_\_ Permanent                      \_\_\_ Five-year review

Under Federal law, faculty members have the right to inspect their records, including letters of recommendation and evaluation. While the Rank and Tenure Committee considers all such letters with discretion and exercises as much confidentiality as permitted by law, the committee believes that in many instances letters written in complete confidentiality are of superior value in the assessment of a faculty member's performance. Therefore, the committee invites, but does not require, you to sign the following waiver (1), or you may expressly decline to do so (2).

1. I expressly waive any rights I might have to access to this letter of evaluation/recommendation under Federal or State law, regulation, or policy.

          Date: \_\_\_\_\_ Signature: \_\_\_\_\_

2. I do not agree to the above waiver.

          Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**INSTRUCTIONS**

The Rank and Tenure Committee requests that the evaluator base the recommendation on first-hand observations of the person's teaching and other considerations including professionalism, contribution to the department and/or university, and interaction with students and peers. It is preferred that the teaching evaluation be based on more than one class period and that the evaluator meet with the teacher both before and after the classroom visit to discuss objectives and results of the evaluation.

**CLASS EVALUATION**

Course Number/Title: \_\_\_\_\_ Credits \_\_\_\_\_

Evaluations Date(s) \_\_\_\_\_ Students Present \_\_\_\_\_ Meeting Time \_\_\_\_\_  
 \_\_\_\_\_

**KEY:            E = Excellent            VG = Very Good            G = Good            F = Fair            P = Poor**

1. Organization of presentation:    **E    VG    G    F    P**  
   ( )   ( )   ( )   ( )   ( )

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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		<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>P</b>
2.	Explanations of subject matter:	()	()	()	()	()
	Comments _____					
	_____					
	_____					

		<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>P</b>
3.	Ability to present alternate explanation when needed:	()	()	()	()	()
	Comments _____					
	_____					
	_____					

		<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>P</b>
4.	Use of examples and illustrations:	()	()	()	()	()
	Comments _____					
	_____					
	_____					

		<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>P</b>
5.	Instructor's enthusiasm:	()	()	()	()	()
	Comments _____					
	_____					
	_____					

		<b>E</b>	<b>VG</b>	<b>G</b>	<b>F</b>	<b>P</b>
6.	Student interest in presentation:	()	()	()	()	()
	Comments _____					
	_____					
	_____					

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7.	Overall teaching effectiveness:	<b>E</b> ( )	<b>VG</b> ( )	<b>G</b> ( )	<b>F</b> ( )	<b>P</b> ( )
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Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**GENERAL OBSERVATIONS:**

In consideration of the comments made above and the person's overall performance, my position is to:

Strongly recommend _____	Recommend _____	Recommended with reservations _____	Undecided; ambivalent _____	Not recommend _____
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Signature of  
Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form directly to the Rank and Tenure Committee no later than the first Monday in July.**