

Kapi'olani Community College
Peer Evaluation Form--Teaching Responsibilities

Name of Instructor _____ Date _____ Room _____

Class _____ Section _____ Lab Section _____ Meeting Time _____

Instructor Status Probationary _____ Lecturer _____ Temp.App. _____ Tenured _____

Name of Evaluator _____ Title/Subj. Taught _____

Purpose

- This form serves two purposes:
- 1) It provides the instructor with feedback and suggestions and affords an opportunity for discussion of instructional planning and performance.
 - 2) It provides data for reviewing bodies in their assessment of the instructor for purposes of contract renewal, rehire, and tenure recommendations.

Instructions to the Evaluator

1. Arrange to observe the instructor within the two-week time period indicated by the department chair. It is recommended that the evaluator review the course syllabus, and/or interview the instructor regarding course content and planning, prior to the classroom visitation(s). You may observe one or more class sessions.
2. On this form, provide written comments evaluating the instructor's preparation, organization, and classroom performance. The sub-areas (such as "Learning Strategies" under "Preparation and Organization") should be addressed as appropriate to the course being observed and to your own expertise in that field.
3. Summarize your written assessment on the rating scale provided. (OPTIONAL)
4. Provide the instructor with a copy of the completed form offering to meet with him/her to discuss it. The instructor should have an opportunity to respond under the "Instructor Response" section and the form must be signed by the instructor.

A. Preparation and Organization

The following are **suggested** areas of evaluation:

Course Syllabus	Course Content	Learning Strategies & Resources	Grading Procedures & Strategies	Self-Evaluation & Review
Objectives or outcomes are clearly stated.	Logical organization & sequencing of course topics and appropriateness to planned outcomes and competencies.	Appropriateness to course content and planned outcomes.	Clarity, appropriateness, and provision for keeping students informed of their progress.	Use of feedback from students and peers to review course content, strategies and outcomes as appropriate.

Evaluator's Comments	Instructor's Response

B. Classroom Performance

The following are **suggested** areas of evaluation:

1. Effective use of class time.
2. Appropriateness of class activities to subject matter and course objectives.
3. Effectiveness of teaching techniques.
4. Presentation--delivery, projection, clarity, and precision
5. Knowledge of subject matter.
6. Rapport with students.
7. Students' interest, involvement, attendance.
8. Effective use of physical setting.

Evaluator's Comments	Instructor's Response

Additional Comments	Instructor's Response
Suggestions for Improvement	Instructor's Response

I hereby certify that I have read the preceding report and have had an opportunity to discuss it with the evaluator. *Instructor's signature does not necessarily mean complete agreement on the part of the instructor.*

 Evaluator's Signature Date

 Instructor's Signature

 Date