

Sample Format for Peer Teaching Review Letter

Date:

From:

To:

Subject: Peer Teaching Review of _____

Suggestions for Reviewers

Choose from the sections below as applicable to the expectations of your unit and the purpose of your letter. For example, your unit may not expect a full course materials review but finds that a syllabus review is appropriate.

General Course Information

Describe the course being reviewed with details such as

- Course number and title
- Type of classroom visited or mode of online instruction
- Date of Review
- Total number of students enrolled and number of students in attendance

Course Materials

Describe and comment on any course materials that you examined as part of this review. Evaluative comments should address details such as:

- Course Content
- Learning Methods
- Learning Assessments

You may use terminology from the CEC Course Materials Review rubric.

Syllabus Review

Describe and comment on the syllabus you examined as part of this review. Evaluative comments should address details such as:

- ACAF 2.03 Required Components per the CEC Syllabus Checklist
- Document Format and Perceived Usability

Teaching Observation

Describe and comment on the teaching session that you observed. Evaluative comments should address details such as:

- Organization
- Content Knowledge
- Teaching Methods
- Communication Skills
- Student Rapport

You may use terminology from the CEC Peer Teaching Observation rubric.

Summary of Observations

Provide a brief summary of teaching strengths and any recommendations for improvement. Consistent with your review and the performance categories in the Faculty Manual, provide an overall rating of either Outstanding, Excellent, Good, Fair, or Unacceptable.