

Example letter/e-mail to charge a faculty member with conducting a peer teaching observation report. You may modify this to fit your department/school.

To: Observer NAME

Copy: Observee NAME, Department Staff Contact

Subj: Peer Teaching Observation assignment

Dear NAME,

I have assigned you conduct a peer teaching observation of Professor <NAME> during the <SEMESTER NAME>.

I have made this assignment intentionally to fairly divide labor among the faculty and ensure capable reviewers are assigned. If you have workload, conflict of interest, or other concerns about this assignment please contact me directly.

OPTIONAL: It would be best for Professor <NAME>'s promotion/tenure case if you observed <COURSE NAME> because <INSERT REASON: example: because this course was observed in AY YEAR and your observation could make a longitudinal review, which is preferred by university guidelines. Second example: because this course is one that the faculty member is actively trying to improve and could use your input on their effort. Third example: because this is the course that involves pedagogical methods that are most appropriate for a classroom observation.>

EITHER:

Please review the following about the observee on UT Box, <INSERT LINK>, prior to your classroom observation to provide context that will inform your written report:

OR:

My staff will follow up this message with a link to the following about the observee that you should review prior to your classroom observation to provide context that will inform your written report:

- all syllabi on file for current semester,
- all student course evaluations, including written comments, from the last two years,
- all previous peer teaching observation reports on file completed in current rank.

The college's policy on peer teaching observation <INSERT LINK> outlines what is required in your written report and its best practices and resources page provides additional guidance <INSERT LINK>. **OPTIONAL** Please use the department/school's form when completing your written report: <INSERT LINK>.

Sincerely,

<CHAIR/DIRECTOR NAME>

Department Chair/School Director