**The Peer Review of Teaching:   
Guidelines for the Written Report for the Peer Reviewer**

*Formative Peer Review Program – Resource (Updated May 2018)*

In the UBC CTLT Formative Peer Review of Teaching Program, the report may consist of the following materials:

1. **Notes from the pre-observation meeting**

This may include notes taken by the peer reviewer during the meeting, a summary that the peer reviewer writes after the meeting, emailed or written answers that the reviewee wrote, or similar kinds of notes.

1. **Notes that the peer reviewer takes during the classroom observation or a summary written immediately after**

These notes may include text, charts, diagrams or other. If the reviewee chooses to have his/her class recorded, the peer reviewer may take additional notes on the timing of various parts of the lesson (for future reference for the reviewee when ‘reviewing’ the recording).

1. **Notes taken during the post-observation meeting**

This may include notes or a summary that the peer reviewer writes during the conversation and notes that summarize the conversation between the peer reviewer and the reviewee.

These notes/summaries can make up the report, which is shared with the reviewee during the post-observation meeting and left with him/her at the end of the meeting. The reviewee should have the opportunity to provide comments on the report and, as relevant, discuss desired edits before the report is “final”.