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**The Peer Review of Online Teaching: Pre-Observation Questions**

*Formative Peer Review Program – Resource (Updated September 2019)*

Teaching is complex and cannot be narrowly defined with a list of criteria. It encompasses activities that range from incorporating active learning, to acknowledging – and supporting – the diversity of student experiences, to creating clear visual support and more. In addition, within the broad activities that comprise “teaching”, instructors have varied approaches to design, delivery, assessment, and other aspects of teaching, including how they pursue their own professional growth as teachers.

Some examples of ways instructors have focused the review process is by asking for feedback on (one of):

* incorporation of active learning in course design
* use of questioning
* integration of materials and discussion topics that highlight institutional relationships and ongoing initiatives with local Indigenous communities such as Musqueam
* implementation of inclusive teaching practices that foster students' sense of belonging, encourage different ways of participation, etc.

**How to use this document:**

This resource is meant to help guide the peer review process and is part of the Centre for Teaching, Learning and Technology’s formative peer review of online teaching program (which encompasses fully online courses and blended courses). We invite you, the person being reviewed, to select a focus for your peer review of teaching and to modify the questions below as relevant.

**Logistics**: Your responses to the questions in this document can be sent ahead of time to your reviewer and then discussed at the pre-observation conversation; or, you can bring them to the meeting and discuss them there.

**Limitations**: Though, ideally, peer review of teaching extends beyond the observation of teaching, we recognize that the questions in this document focus on the observation. We encourage you to integrate these questions into a broader discussion of teaching, including conversations about approaches to teaching and professional growth as educators.

We also encourage you to consider a reciprocal peer review where instructors observe each other’s class and share what they learned and reflect together.

**Questions for Discussion During the Pre-Observation of Meeting**

1. What do you hope to get out of the peer review process? What has motivated you to request a peer review of teaching?
2. What are your goals, as an instructor, for the class that will be reviewed?
3. What learning outcomes have you articulated for your students in this class? Why are these outcomes important?
   * How do these learning outcomes fit into the overall course plan?
   * How are the learning outcomes communicated to your students (for the class and course)?
   * As you planned these learning outcomes, how did you take into consideration your students’ different knowledge levels and backgrounds?
   * How will you know that your students have achieved these outcomes?

4. What is your plan for the module/session? What will you be doing? What will your students be doing? Do you anticipate any challenges? If so, how will you prepare for these?

5. What strategies will you employ to make the session relevant, accessible, and engaging to all students?

* + How do you take into consideration the dynamics among students and between you and your students as you plan your session?
  + What strategies do you use to promote students’ sense of belonging and inclusion? (e.g., encourage students’ participation and validate their contributions, provide multiple and diverse examples, use inclusive language)

6. To date, what sources have you drawn from to grow as an instructor (eg., mentors, literature, teaching and learning listservs, own research, other)?

7. Is there anything else you would like to discuss with your reviewer? (e.g., disciplinary or departmental context that you feel is important for me to know, what makes you feel anxious or excited about the peer review process, is there anything you don’t want feedback on, beliefs about teaching and learning?)