

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.

2. 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).

3. 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 instructor being reviewed will decide what they would like to do with those notes.



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