



Process Checklist for Peer Review Program Participants

If you have any questions, please contact: Janice.johnson@ubc.ca

The Peer Review process described here is intended primarily as a form of formative (and developmental) feedback. It is structured around the classroom observation of teaching; we recognize, however, that the peer review of teaching can entail reviews of many forms of teaching including syllabi, assignments, feedback to students, etc.

Some units at UBC use or have adapted the process described in the “Developing your skills as a peer reviewer: Introductory Workshop” for summative peer review. Other units use a variety of different processes to conduct peer review, for both formative and summative peer review.

- To request a peer review of your classroom teaching, please email one of the reviewers (<http://ctl.t.ubc.ca/programs/all-our-programs/peer-review-of-teaching/>). In your initial email, we suggest you include:
 - Faculty and/or departmental affiliation
 - Aspect(s) of your teaching you would like to have reviewed. These could include:
 - Classroom teaching (i.e. first year math class with more than 100 students, graduate seminar with 4 people, PBL session).
 - Student assignments
 - Student supervision
 - etc
 - If you would like the reviewer to conduct an observation of classroom teaching, please suggest some possible dates, or a time frame.
- Once you have heard back from the reviewer that she/he can conduct the peer review of teaching, talk or email with that person to set dates, times, and locations for:
 - The pre-observation meeting (at least **one week prior** to the observation)
 - The classroom observation(s), if applicable.
 - The post-observation meeting (no later than **one week after** the classroom observation or meeting to review other teaching materials).
- Prepare for the pre-observation meeting by reviewing and reflecting on the list of pre-observation questions (download PDF at the CTLT website)
- Meet with your peer reviewer for the pre-observation meeting.
- Teach your class while your peer reviewer observes.
- Reflect on what happened during the class and whether you feel you accomplished your objectives for the day. Record any issues or events that you would like to discuss with your peer reviewer.



- Meet with your peer reviewer for post-observation meeting within 1 week after the classroom observation.
- Review, reflect on, and respond to (optional) the peer reviewers' feedback reports.
- Decide whether or not to submit the peer reviewer's report (along with your own) to your employment file and/or to include it in your teaching portfolio/dossier.