Observation Checklist for Peer Review

This checklist provides teaching behaviors that are considered effective. Use this list as a reference when observing a colleague.

When organizing the class, the instructor:

- Is on time, prepared, behaves appropriately, and is confident in their subject matter.
- Explains the lesson’s objectives, and makes connections to the course outcomes.
- Connects the day’s lesson to previous lessons.
- Has appropriate supplemental materials for students.
- Presents the lesson in a logical manner that is easy to follow.
- Uses a variety of ways to explain the material.
- Maximizes student engagement during lecture by providing effective notetaking tools.

When asking questions and answering student questions, the instructor:

- Effectively re-phrases questions and comments.
- Allows time for student responses.
- Helps students improve responses.

While lecturing, the instructor:

- Interacts with students, making eye contact and coming out from behind the podium.
- Uses presentation tools effectively.
- Writes clearly on the board or document camera.
- Welcomes student questions.
- Effectively uses an audience response system or other activities to engage deeper thinking, problem-solving, or small-group discussion.
- Responds to student non-verbal cues regarding comprehension or disinterest.
- Provides opportunities for students to reflect on their own learning.

While teaching, the instructor:

- Recognizes if students are on task, and is willing to direct behavior (stop talking, stop packing up early).
- Effectively manages time, starting and ending on time and not getting behind on lecture material.
- Shows a responsiveness to student needs by shortening or extending or changing an activity to improve student engagement and learning.
- Shows sensitivity during discussions by valuing all responses and correcting in a non-threatening manner.
- Demonstrates equity by using random or successive calling on students so all are heard from equally.
- Demonstrates equity and accountability by requiring all students to submit some sort of answer before calling on some.