

Guidelines for peer evaluation of faculty teaching online courses (asynchronous)

Pre-review:

- Peer reviewers are identified. These are typically the department chair and personnel committee chair.
- The course instructor ensures that course access is granted to peer reviewers (via CTS for blackboard, via instructor if other LMS is used). The instructor may designate the time for which the course will be available (for example: 1 week).
- The course instructor communicates with the reviewers and provides a brief overview, navigation tips, and answers any questions the reviewers may have.
- The instructor should communicate ahead of time to the reviewers about where the reviewers should focus their attention (specific week or module).
- The instructor may also communicate about anything unique regarding the context of the instruction, especially if there are interactive elements in the online course environment that are in different places than, or go beyond, the usual places where interaction occurs.

Review:

- Peer reviewers work through the online course. The reviewer should note the instructor's strengths and areas for improvement.
- The peer reviewers should focus on the week or module indicated by the instructor.
- Reviewers should feel free to ask questions of the instructor any time clarification or information is needed during the review process
- Time on task should be similar to time spent in an in-person class.

Post Review:

- The peer reviewer meets with the instructor to ask any clarifying questions.
- The peer reviewer summarizes the feedback in written form, providing a copy for the instructor's departmental review committee and a copy for the instructor.