

Peer Observation Schedule and Documentation

Tenure-eligible Faculty _____ Mentor _____

Academic Year	Peer Observation Activity	Date	Signature/s of observer/s or Mentor
Year One 1st Semester	1. Observe a faculty member. 2. Be observed by mentor.		
2nd Semester	1. Observe mentor. 2. Observed by chair or chair designee		
Year Two 1st Semester	Design and Implement Teaching Enhancement Plan- (<i>Formative</i>)		Initial T.E.P. Review: Midpoint T.E.P Review:
Once during Years 1 or 2	Observed by TOT member + one (<i>summative</i>)		
2 nd Semester	Observed by TOT member and department chair (<i>summative</i>)		
Year Three – Reappointment	Design and Implement Teaching Enhancement Plan- (<i>Formative</i>)		Initial T.E.P. Review: Midpoint T.E.P Review:
Year Four	Design and Implement Teaching Enhancement Plan- (<i>Formative</i>)		Initial T.E.P. Review: Midpoint T.E.P Review:
Required Once during Year Four/Five	Observed by TOT and dept. chair (<i>summative</i>)		
Year Five Optional / May be required by dept. chair	Observed by TOT + one (<i>summative</i>)		

Note: TOT = trained member of the *Teaching Observation Team*; +one = faculty member selected by TOT