

IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

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DATE:

TO: XXX

FROM: Caroline Hayes, Professor and Chair

RE: Peer Teaching Evaluation materials

Peer teaching evaluations are an important part of the review and promotion process. I have enclosed the **guidelines** for the Department of Mechanical Engineering's peer teaching evaluation process. I have also included the instructions sent to all peer teaching evaluators (PTE).

<NAME> (PTE) has agreed to work with you on this process.

Please give the materials listed in the **guidelines** to Cindy Bartleson by <DATE>. I will get the materials to your PTE(s). Once your PTE has your materials, he or she will contact you directly to set up a time to observe your class.

Please do not hesitate to let me know if you have additional questions.