

**IOWA STATE UNIVERSITY**  
OF SCIENCE AND TECHNOLOGY

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DATE:

TO: XXX

FROM: Caroline Hayes, Professor and Chair

RE: Peer Teaching Evaluation

Thank you for agreeing to serve as a peer teaching evaluator for XXX. I value your assistance.

Based on guidance from the College and Provost Offices, a peer teaching evaluation should assess both the instructors teaching in the classroom, and effectiveness of his/her teaching materials. (see attached Guidelines for Peer Teaching Evaluations). Thus, I am requesting that you:

- 1) Sit in on one (or more) lectures in XXX's course <XXXX>. You may work directly with the instructor to arrange the date and time of the lecture visit.
- 2) Review the course materials which will be provided to you:
  - a. Teaching philosophy
  - b. Syllabus
  - c. Example homework assignment
  - d. Example test
  - e. Additional materials determined relevant
- 3) Provide me with a letter by <DATE> describing XXX's:
  - a. Skill as a communicator
  - b. Respect for students
  - c. Ability to actively engage students,
  - d. Effectiveness in designing, selecting, and using meaningful educational materials,
  - e. Any additional topics which you feel are relevant.

Your letter will be treated as a confidential document. Like external reviewer letters, it will not be shared with the candidate. To assist you in accomplishing the peer teaching, I recommend the following process, which you may apply or modify as you see fit:

- 1) Review the teaching materials.
- 2) Work directly with the instructor to arrange a date and time for the lecture/class observations.

- 3) (optionally) Set-up a “pre-observation” conference with the instructor to learn more about the instructor, the class, and the learning objectives. The attached questionnaire, “Pre-observation Conferences” provides some examples of questions which may be useful to ask in that conference.
- 4) Observe the class.
- 5) Write up your observations and reflections in a peer teaching evaluation letter addressed to me.
- 6) (optionally) Schedule a follow-up conference with the instructor to discuss your feedback. The attached questionnaire “Post Observation Conference” includes a list of questions which may be useful to ask in that conference.

Thank you again. I greatly appreciate the time, effort, and attention you are giving to this process. Please do not hesitate to contact me if you have additional questions.

Best Regards.