

PEER OBSERVATION&COACHING: COMMITTEE STEP-BY-STEP PROCESS (3/31/15)

1. Individual, mentoring committee or department chair requests peer observation
2. Individual and unit head assigns and charges team, appoints leader – charge to team specifies whether formative and/or summative (do they have a list of potential coaches or how does this work? Who sees to it that certain coaches are not overused while others are not used?)
3. Leader schedules meeting between individual and team to clarify the process; discuss individual's goals, needs, and questions; set schedule for discussion of questions in step and observation
4. Individual prepares materials specified in III. on p2 of *WSU/CVM Guidelines* document (parts of this preparation step may take place before step C, during that discussion, or following the step C meeting)
5. Team members review individual's written material (teaching philosophy, goals, learning objectives, etc.), compares with own views, and identifies potential reviewer bias or conflict of interest
6. Team or selected member(s) meets with individual to discuss individual's teaching philosophy, instructional practices and resources, and assessment strategies – see 'Guidance, potential questions and prompts...' sections in the *Peer Coaching Guidelines* document; individual clarifies goals for the teaching session to be observed, defines his/her objectives for the observation, indicates what s/he especially wants feedback on, etc.
7. Team or selected member(s) observes the individual teaching in venue(s) selected as the observation plans were made in step C – use *Peer Observation – Interaction with Learners* document to structure notes taken during that observation
8. Team member(s) and individual meet for feedback session – team member(s) use the individual's agenda (begun in step F and refined at the beginning of this feedback session) as well as notes team member(s) make during step G to help structure that dialogue and make it concrete and specific
9. Team leader collects team member(s) responses re steps F, G, and H; prepares a written summary report draft; seeks input from team members regarding the draft; and prepares a penultimate report
10. Team leader provides the penultimate report to instructor and sets a meeting to discuss observations and recommendations for input
11. Team leader revises the report as needed and forwards the final report to department head, faculty member, and team members
12. If this is a summative process report, the individual has the right to provide a written response to his/her department head.

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WSU Peer Instructional Coaching COMMITTEE Timeline

