

AUSTIN PEAY STATE UNIVERSITY  
COLLEGE OF BUSINESS

**Face-to-Face, Hybrid Light, and Hybrid Courses**  
**Enhanced Peer Evaluation Report: Descriptive and Summative**

(Faculty seeking Retention, Tenure, or Promotion  
and for Annual Faculty Evaluation)

Faculty Member Being Evaluated: \_\_\_\_\_ Rank: \_\_\_\_\_

Department: AFE \_\_\_\_\_ MM \_\_\_\_\_ Semester/Year \_\_\_\_\_

(Circle all that apply.) Year in RTP Process: 1 2 3 4 5 6 NA Tenure Year: Y or N Promotion: Y or N

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Course Meeting Time: \_\_\_\_\_

Course Modality: Face-to-Face ☐ Hybrid ☐ Hybrid Light ☐

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Date of Evaluation: \_\_\_\_\_ Time Range Observed: \_\_\_\_\_

Location: \_\_\_\_\_

Number of students: Enrolled \_\_\_\_\_ Present \_\_\_\_\_

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**Summative Evaluation of Teaching Effectiveness**

Rating Scale

1. Performance does not meet the standard
2. Improvement recommended
3. Performance meets the standard
4. Performance exceeds the standard

**NA Not applicable/insufficient data**

**A. Classroom Dynamics**

- Encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during the class session.
- Listens attentively and gives explanations to students with clarity and in a non-threatening manner.
- Verbal and written expressions and physical demeanor set a tone for a classroom environment that promotes the learning process.
- Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members.
- Is positive and professional.
- Communicates effectively orally and in writing.

1	2	3	4	NA
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- Demonstrates effective classroom management skills.

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## B. Teaching Strategies and Techniques

- Provides a safe environment for student participation that is conducive to the learning process.
- Information presented is accurate and compliant with current course outline and/or syllabus.
- Embellishes lecture/discussion by providing relevant information from sources other than textbook, if appropriate.
- Present content or uses a format organized in a logical sequence.
- Encourages critical, evaluative thinking, questioning, and reasoning.
- Appropriately utilizes board, overheads, or other instructional aids to enhance lecture content.
- Distributes handouts or instructional materials that are appropriate to content being presented.
- Shows enthusiasm for the subject matter to encourage active student participation in learning.

1	2	3	4	NA
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## C. Class Preparation and Subject Matter Expertise

- Shows evidence of thorough preparation through presentation of course material.
- Materials chosen demonstrate academic rigor appropriate to level taught.
- Demonstrates subject matter expertise in course design.
- Demonstrates subject matter expertise in course delivery.

1	2	3	4	NA
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## D. Overall Summary of Classroom Visitation

1	2	3	4

### Evaluative Narrative Comments (Attached)

Topics to comment on:

- 1) Specific examples of observed strengths.
- 2) Specific examples of observed areas needing improvement.
- 3) Specific recommendations and suggestions for improvement of teaching effectiveness.

Evaluator's Name (Print) \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator's Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Member's Signature \_\_\_\_\_

Date \_\_\_\_\_

(Faculty member's signature represents receipt of evaluation and comments, if any, and not agreement.)