A. **Training – highly recommended for everyone!**
   It is highly recommended that all Peer Evaluators AND those who hope to be evaluated attend a training session (either in person or online). *(dates/times TBA)*

B. **I need to be evaluated: How to request a peer evaluation:**
   - Contact Sherry Stewart or Lori Kogan
     - Provide: dates, times, course title and general content
     - Names and emails of potential evaluators
   - This information will be added to the Peer Evaluation Schedule Spreadsheet
   - Notification will be sent to the general DCE faculty and CADET members that there has been a new posting and that sign up is requested
   - Any faculty, and especially those identified by requester, should then submit their name(s) to Sherry or Lori to be added to the spreadsheet

   **Note:** It is preferable that all evaluations be conducted simultaneously by two faculty evaluators.

C. **I am going to evaluate: Faculty Peer Evaluation Process**
   **Note:** *It is suggested that one of the two peer evaluators in a team take the role of “organizer” to make sure all steps are followed and to organize meetings.*

   **Pre-Evaluation**
   - Ask instructor to complete the Pre-Evaluation form and provide evaluators access to their lecture objectives.
   - Conduct a pre-evaluation meeting with instructor to discuss goals/objectives and other pre-evaluation form items (e.g., summary of special efforts, new ideas/techniques, teaching trials, etc.) related to material/class being reviewed
   - Confirm with all parties the date, time and location of scheduled evaluation at least 2 days prior.

   **Day of Evaluation**
   - Evaluator(s) should arrive before class begins
   - Bring the Peer Evaluation form (paper or electronic).
   - Introduce yourselves to the instructor if you have not met.
   - Take detailed notes to provide a comprehensive evaluation to the instructor.
     - Some evaluators take “raw” handwritten notes and transcribe them to the electronic form afterwards.

   **Post-Evaluation**
   - If two evaluators attend the lecture, it is suggested they attempt to meet immediately after (or as soon as possible) to discuss their notes. If evaluators attend different lectures on different days, it is still strongly suggested they meet to discuss their evaluations, especially any major discrepancies.
   - After the evaluators meet, they should finalize their reviews.
   - Arrange a meeting with evaluator(s) and instructor for formative discussion (advising, mentoring, constructive feedback).
   - Each evaluator should make any final edits to their evaluation and then submit a copy to the instructor and to the CS Department office.