

Peer Evaluation Letter Template

This template offers one way to craft a peer evaluation letter based on the Peer Evaluation Framework. Evaluators may use other formats that better suit their needs.

Date:

TO: *DRTC/Evaluator of faculty member's academic unit*

FR: *Your Name, title
Name of department unit
Contact information*

RE: *Peer evaluation of (instructor's name and course title)*

Dear Committee:

I conducted a review of *(instructor's name, course title, course rubric/number/section, modality)* taught during the *(semester, year)* term, according to the following course dimensions:

1. Goals, Content, and Alignment:

- *Share Key Questions for Evaluation*
- *Share Evidence (Course materials, instructor meeting, course observation)*
- *General evaluation: answers to key questions, strengths of the course, and any recommendations.*

2. Teaching Practices:

- *Share Key Questions for Evaluation*
- *Share Evidence (Course materials, instructor meeting, course observation)*
- *General evaluation: answers to key questions, strengths of the course, and any recommendations.*

3. Class Climate:

- *Share Key Questions for Evaluation*
- *Share Evidence (Course materials, instructor meeting, course observation)*
- *General evaluation: answers to key questions, strengths of the course, and any recommendations.*

4. Assessment of Learning:

- *Share Key Question for Evaluation*
- *Share Evidence (Course materials, instructor meeting, course observation)*
- *General evaluation: answers to key questions, strengths of the course, and any recommendations.*

Overall summary and assessment of teaching, based on the course evaluation. Language used should align with evaluation criteria in the department and the relevant Collective Bargaining Agreement.

If you have any questions or if I can be of any further assistance in your review process, please do not hesitate to ask.