

Clinical Faculty Peer Observation Schedule and Documentation

Faculty _____ Mentor _____

Academic Year	Peer Observation Activity	Date	Signature/s of observer/s or Mentor
Initial Reappointment			
Year One 1 st Semester	1. Observe a faculty member. 2. Be observed by mentor.		Orientation to Peer Observation Process
2 nd Semester	1. Observe mentor. 2. Be observed by chair or chair designee.		
Year Two 1 st Semester	Design and Implement Teaching Enhancement Plan – (Formative)		Initial T.E.P Review: Midpoint T.E.P Review:
Once during Years 1 or 2	Observed by TOT member and department chair (<i>summative evaluation</i>)		
Year Three 1 st Semester	Design and Implement Teaching Enhancement Plan – (<i>Formative</i>)		Initial T.E.P Review: Midpoint T.E.P Review:
1 st or 2 nd Semester	Observed by TOT member + one (<i>summative evaluation</i>)		
Promotion			
Year prior to submission	Design and Implement Teaching Enhancement Plan.		Initial T.E.P Review: Midpoint T.E.P Review:
1 st semester	Observed by TOT member + one (<i>summative evaluation</i>)		
2 nd Semester	Observed by TOT member and department chair (<i>summative evaluation</i>)		

Note: TOT = trained member of the *Teaching Observation Team*; +one = clinical faculty member selected by TOT
 Note: faculty members with joint responsibilities in teaching and supervision may submit 1 summative in teaching and 1 summative in supervision.