

Dear Lecture Observer

This process is to provide peer-evaluation and good formative feedback to lecturers. It also provides evidence and a record of peer evaluation for the Lecturer's teaching dossier.

The 'checklist' is not intended to be an accounting device, where you add up the number of ticks. The list is a summary of good teaching characteristics but it is unlikely you will ever see a lecture in which they are all notable. And some may not be applicable for certain presentations. They are to help you identify useful teaching behaviours. Your emphasis should be on narrative identification and description of specific behaviours of the sort that will lead to constructive formative feedback.

You should discuss your observations with the lecturer. A copy of the LECTURE OBSERVATION FORM should be given to the teacher if s/he wishes it for the teaching dossier.

Please sign and return the LECTURE OBSERVATION FORM as soon as possible to the Lecturer, and send an email to Adeline Chan ([adchan@pathology.ubc.ca](mailto:adchan@pathology.ubc.ca)) letting her know that an observation has taken place. The email will be the record of your completed observation and will document your contribution to this educational activity. The results of your observation should be discussed with the Lecturer and copy of the document given to him/her. The Lecturer can then make a choice whether to include the results of the observation in the Teaching Dossier, with the understanding that documenting progressive improvement is considered to be a positive commitment to teaching excellence.

Thank you very much for doing this. It is an important part of colleagues helping colleagues in educational enterprise and an important part of our attempts to continuously improve the students' learning opportunities. I would like comments on your good, bad and indifferent experiences with the process. Please contact me if you have questions about it.

Sincerely,

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