Clinical Faculty Peer Observation Schedule and Documentation

<table>
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<tr>
<th>Academic Year</th>
<th>Peer Observation Activity</th>
<th>Date</th>
<th>Signature/s of observer/s or Mentor</th>
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**Initial Reappointment**

**Year One**

1st Semester

1. Observe a faculty member.
2. Be observed by mentor.

2nd Semester

1. Observe mentor.
2. Be observed by chair or chair designee.

**Year Two**

1st Semester

Design and Implement Teaching Enhancement Plan – *(Formative)*

Once during Years 1 or 2

Observed by TOT member and department chair *(summative evaluation)*

**Year Three**

1st Semester

Design and Implement Teaching Enhancement Plan – *(Formative)*

1st or 2nd Semester

Observed by TOT member + one *(summative evaluation)*

**Promotion**

**Year prior to submission**

Design and Implement Teaching Enhancement Plan.

1st semester

Observed by TOT member + one *(summative evaluation)*

2nd Semester

Observed by TOT member and department chair *(summative evaluation)*

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.