Oregon State University
Department of Horticulture
Non-credit Teaching Peer Evaluation Form

Presenter’s Name ___________________________________________ Date ___________________________
Title/Topic _________________________________________________ Invited Presentation: Yes _____ No _____
Event ___________________________________________________________________________________________
Audience _________________________________________ Site ________________________________________

Were the site and presentation style or approach compatible (matched)?  Yes _____ No _____
Did the site or conditions present problems (e.g. poor public address system, nasty weather)?  Yes _____ No _____
If yes, please describe:

Evaluator name and signature _______________________________________________________________________

Place an “X” or “checkmark” on the line after each question and provide additional comments or suggestions as appropriate. Send the original to the Department Head and a copy to the instructor. Talk with the instructor about observations if warranted.

Information Delivery

1. Did the presenter provide a(n) ___ overview ___ summary or ___ otherwise emphasize important points?  Yes | Improvement Suggested |
2. Was the information presented in a logical manner?                                             |
3. Was a clear message delivered?  
   ___ Too much detail ___ Too little detail                                              |
4. Was the information presented relevant?                                                      |
5. Was the information presented current?                                                       |
6. Was the presenter technically knowledgeable?                                                 |
7. Were problem-solving techniques or solutions provided, or emphasized, when appropriate?     |
8. Did the presenter use language that was appropriate for the participants?                    |

Comments/suggestions (Please comment on any of the above and note any mannerisms that detracted from the presentation):
Relating to the Participants

9. Did the presenter relate the information to participants’ needs/interests?  
10. Did the presenter encourage questions/discussion about the topic, when appropriate?  
11. Were questions from participants effectively answered?  
12. Did the presenter ask questions or use other methods to gauge the audience’s attention?  
13. Did the presenter direct participants to other sources of information relating to the topic, when appropriate?  

Comments/suggestions (Please comment on any of the above and presenter strengths):

Teaching Aids

14. Were teaching aids appropriate for the presentation?  
15. Did the presenter use creative teaching aids to enhance the presentation?  
16. Did the instructor use a variety of teaching and learning techniques in the presentation or activity?  
17. Was the presentation format clear and understandable?  

Comments/suggestions (Please comment on any of the above and presenter strengths):

Overall Teaching Ability

Please rate the presenter’s teaching and presenting skill on the following (1 = needs improvement, 3 = satisfactory, 5 = outstanding, NA = do not wish to give rating or feel it is not appropriate).

18. Overall rating of teacher’s performance?  

Comments/suggestions:
Peer Evaluation Form Intent and Instructions

The Non-credit Teaching Peer Evaluation Form is intended to be used by OSU faculty members who have the opportunity to attend presentations, or to participate in comprehensive workshops or programs designed and delivered by members of the Horticulture faculty. Faculty may also give the form to other peers (faculty from other universities or peers from other county, state, or federal agencies) for their use in providing feedback to a faculty member. The form is not intended to be used for clientele assessments.

The primary purpose of this form is to provide constructive comments about teaching and presentation skills. Where appropriate, suggestions for skill improvement are provided. In addition, it can be used to meet the peer evaluation requirements for annual performance evaluations (PROF) and promotion and tenure (P&T) processes.

You have the ability to change or customize the document for each presentation. If you want information not requested, insert questions on the topic. If you do not wish a numerical ranking be made, eliminate this portion of the form.

The departmental goals and use for the form are:

- To provide feedback to colleagues so they can improve their presentation and program delivery skills—content, delivery, audience interaction, and appropriateness of teaching methods, including an assessment of learning
- To have peer evaluations in hand for P&T purposes which are required as part of the P&T process
- To meet annual peer evaluation requirement (PROF) for county Extension faculty