Required and Optional Materials Formative Peer Review of Teaching Form

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| --- | --- | --- |
| **Instructor’s Name**: | **Course**: | **Term**: |

Choose One of the Following

| Texts and Course Packets | Criteria Satisfied | Small Change | Suggested Revision | Not Applicable |
| --- | --- | --- | --- | --- |
| **Appropriateness for course and level of students enrolled.**  Look for: Texts align with the course objectives; Texts are current (as applicable) and content is accurate; Texts are at an appropriate reading level (guidance and structure is provided for challenging texts); Texts are organized for student ease of retrieval and aligned with a schedule, agenda, or module for just-in-time access in eCampus / SOLE. |  |  |  |  |
| *Comments...* | | | | |
| **Amount of reading assigned.**  Look for: The amount of reading assigned is manageable for the course; Readings are evenly distributed and paced across the semester (as applicable); Activities are directly paired with the readings for student accountability and practice in applying the text shortly after reading (e.g., worksheet, guided notes, formative assessment); Assigned texts are provided within a schedule, agenda, or module for just-in-time access in eCampus / SOLE. |  |  |  |  |
| *Comments...* | | | | |
| **Authors are reputable, present multiple viewpoints, and represent a range of backgrounds.**  Look for: Author expertise and reputation in the field; Author presents multiple viewpoints, or a range of authors is selected for presentation of multiple viewpoints (as applicable); Authors selected for the course come from a range of varied backgrounds, positionalities, and life experiences (as applicable). |  |  |  |  |
| *Comments...* | | | | |

Choose One of the Following

| Instructor-provided texts | Criteria Satisfied | Small Change | Suggested Revision | Not Applicable |
| --- | --- | --- | --- | --- |
| **Texts provided by the instructor are not in violation of copyright.**  Look for: Instructor is not providing whole books without permission; Instructor is neither providing nor encouraging pirated content, such as current versions of textbooks, commercial software or motion pictures. |  |  |  |  |
| *Comments...* | | | | |
| **Instructor directs students to the WVU Library catalog.**  Look for: Instructor provides a permanent link directly to the text in the WVU Library catalog or provides students with sufficient information to search the catalog themselves; The instructor has not downloaded PDFs or eBooks from WVU Libraries and uploaded these files into eCampus or SOLE. (Note: WVU Libraries relies on traffic and download metrics from the catalog to inform their acquisitions and budgetary decisions.) |  |  |  |  |
| *Comments...* | | | | |
| **Texts provided by the instructor as PDF can be read with the assistance of a screen reader.**  Look for: The ability to highlight text within the PDF and copy/paste the text elsewhere may be a clue that the PDF contains text that can be read by assistive technology, such as a screen reader (seek assistance to determine the accessibility of PDF documents). If the text cannot be highlighted with your mouse, the text is a photograph of text which is unlikely to be read by assistive technology. (See [WVU Web Standards](https://webstandards.wvu.edu/accessibility/content-creators) for more information.) |  |  |  |  |
| *Comments...* | | | | |

Choose One of the Following

| Student Subscriptions | Criteria Satisfied | Small Change | Suggested Revision | Not Applicable |
| --- | --- | --- | --- | --- |
| **Ed Tech platforms are free or are covered by a WVU License at no cost to students.**  Look for: Students are not asked to pay for a subscription to access third party educational technology tools (such as engagement, response or polling; attendance, tracking, or grading) for which there is an equivalent tool available for free, at no cost to the student through a WVU License, or at no cost through a school/departmental license. (See WVU Student Government Association Resolution [AR-2024-03-01](https://sga.wvu.edu/files/d/1d8be935-363b-4513-8c64-4b1a8adc61c2/ar-2024-03-01.docx).) |  |  |  |  |
| *Comments...* | | | | |
| **eBook or textbook companion subscriptions contribute to student learning.**  Look for: Student text companion subscriptions are aligned with the course objectives and the activities within contribute to student learning; The instructional content and functionality within the companion subscriptions could not be easily constructed by the instructor on a WVU technology platform. |  |  |  |  |
| *Comments...* | | | | |
| **Subscription platforms and external tools are easily located within eCampus / SOLE.**  Look for: Links to platforms are easy to find within eCampus / SOLE and, when clicked, directs students to these tools; Instructions are provided for students on how to access and submit coursework through these platforms; Links to these platforms are provided within a schedule, agenda, or module for just-in-time access in eCampus / SOLE. |  |  |  |  |
| *Comments...* | | | | |

This form is non-evaluative and is intended to guide your peer review by providing a recommended list of what to look for in course materials. The tables can be edited to include additional rows and criteria based on your academic unit’s needs.

Choose One of the Following

| Additional rows | Criteria Satisfied | Small Change | Suggested Revision | Not Applicable |
| --- | --- | --- | --- | --- |
| **Description**  Long description here |  |  |  |  |
| *Comments...* | | | | |
| **Description**  Long description here |  |  |  |  |
| *Comments...* | | | | |
| **Description**  Long description here |  |  |  |  |
| *Comments...* | | | | |

### Review: Overall Comments

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| --- |
| *Space for overall comments on what is working well, recommended small changes, and suggested revisions…* |

|  |  |  |
| --- | --- | --- |
| **Reviewer’s Name**: | **Department**: | **Date**: |

Reminder: The formative, development-focused peer review of teaching is confidential. Please, do not distribute this review to others. Schedule your post-conference with the instructor receiving this review and present this form during your meeting. Thank you.

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Description automatically generated