



Peer Review of Program Advisor: E-mail Advising

Program Advisor: _____

Peer Name: _____

Reviewer's Relationship to Program Advisor:

Departmental Colleague

External Colleague

Position _____

Setting of Observation:

Program Advisory Office

Other (describe) _____

Date/Time of Observation: _____

Directions:

Thank you for agreeing to carry out this Peer Review. The results of this review will form part of an overall review of the program advisor's performance, and will be used to identify any areas where skills and expertise may be developed.

The review focuses on the program advisor's e-mail advising skills and knowledge of BCIT. Each item is to be assessed according to the following scale:

S	SR	U	
Satisfactory	Satisfactory with Reservations	Unsatisfactory	No Opinion

No Opinion is the appropriate response where you have insufficient data or you are otherwise unable to assess the item. Items indicated by an asterisk are to be left blank if you are not qualified to make an assessment. Please note that your comments are also welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where you cannot rate the program advisor as **Satisfactory** on an item. When choosing either of these options, you must clearly explain why a rating of **Satisfactory** could not be given. If no explanation is provided the response will be scored as **No Opinion**.

Peer Review of Program Advisor: E-mail Advising

1. The program advisor replied to client query within 72 hours. S SR U No Opinion
2. The program advisor was polite. S SR U No Opinion
- * 3. It was evident that the program advisor had a broad knowledge of BCIT. S SR U No Opinion
- * 4. It was evident that the program advisor had a general knowledge of the client's program of interest. S SR U No Opinion
5. The program advisor responded effectively to client questions. S SR U No Opinion
6. The program advisor presented material in a logical sequence. S SR U No Opinion

** Asterisked items are to be left blank if the reviewer is unqualified to judge.*

- * 7. The program advisor referred the client to the appropriate BCIT department/contact person when necessary. S SR U No Opinion
8. The program advisor demonstrated respect for the client. S SR U No Opinion
9. The program advisor presented information in a clear manner. S SR U No Opinion
- * 10. The program advisor provided information that was beneficial to the client. S SR U No Opinion
11. The program advisor attempted to clarify any misunderstandings. S SR U No Opinion
12. The program advisor provided additional BCIT resource information, when applicable. (Website, other student services, etc.) S SR U No Opinion
13. The program advisor used E-mail time effectively. S SR U No Opinion

** Asterisked items are to be left blank if the reviewer is unqualified to judge.*

14. The program advisor communicated in a way that was easily understandable. S SR U No Opinion

15. The program advisor's standard of English was appropriate. S SR U No Opinion