



Peer Review of Timetabler's Department-Assigned Tasks

Timetabler: _____

Peer Reviewer: _____

Reviewer's Relationship to Timetabler:

Departmental Colleague

Other Colleague

position: _____

Departmental-Assigned Tasks (to be completed by timetabler):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Directions:

Thank you for agreeing to carry out this Peer Review of department-assigned tasks. The results will form part of an overall review and will be used to identify any areas where the timetabler may further develop skills and expertise.

The focus of these items is on the performance of departmental duties other than timetabling duties. 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 reviewer comments are welcome when particularly effective or otherwise noteworthy performance is observed.

Satisfactory with Reservations or **Unsatisfactory** are appropriate responses where the assessor cannot rate the instructor as **Satisfactory** on the 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**.

Review of Timetabler's Department-Assigned Tasks

1. The timetabler carries out department-assigned duties in a timely manner. S SR U No Opinion

2. The timetabler carries out department-assigned duties in an effective manner. S SR U No Opinion

3. The timetabler communicates effectively with department colleagues. S SR U No Opinion

4. The timetabler works constructively in collaboration with others. S SR U No Opinion

5. The timetabler is effective when working independently. S SR U No Opinion

6. The timetabler regularly participates in departmental meetings. S SR U No Opinion

7. The timetabler makes positive contributions to departmental decision-making. S SR U No Opinion

8. The timetabler demonstrates respect for individuals. S SR U No Opinion

9. The timetabler takes opportunities to improve departmental services. S SR U No Opinion

10. The timetabler is timely in responding to intra-departmental communications. S SR U No Opinion

11. The timetabler effectively responds to new situations. S SR U No Opinion

12. The timetabler arrives on-time for meetings and appointments. S SR U No Opinion