



Review of Department-Assigned Tasks: Distance and Online Learning

Instructor or Tutor: _____ Date: _____
Department: _____
Reviewer: _____

Reviewer's Status:

Institute Peer External Peer
Reviewer's Department _____ Reviewer's position _____

Department-Assigned Tasks (to be completed by the Instructor or Tutor):

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

Directions:

Thank you for agreeing to carry out this review of department-assigned tasks. The results of this review will form part of an overall assessment of the instructor or tutor and will be used to identify any areas where skills and expertise might be further developed.

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. 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 you cannot rate the Instructor or tutor 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 Instructor or Tutor's Department-Assigned Tasks

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

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

3. The instructor or tutor communicates effectively with departmental colleagues. S SR U No Opinion

4. The instructor or tutor works constructively in collaboration with others. S SR U No Opinion

5. The instructor or tutor is effective when working independently. S SR U No Opinion

6. The instructor or tutor regularly participates in department meetings. S SR U No Opinion

7. The instructor or tutor makes positive contributions to the department's decision making. S SR U No Opinion

8. The instructor or tutor demonstrates respect for individuals S SR U No Opinion

9. The instructor or tutor takes opportunities to improve departmental services and instructional activities. S SR U No Opinion