



# Peer Review of Instructional Development Consultant's Department-Assigned Tasks

Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

Peer Reviewer: \_\_\_\_\_

### Reviewer's Relationship to Co-op Coordinator:

LTC Peer  External Colleague  
Dept./Position: \_\_\_\_\_ Position: \_\_\_\_\_

### Department-Assigned, Non-Project Work (to be completed by Consultant):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Directions:

Thank you for agreeing to carry out this review. The results will form part of an overall assessment of this IDC's performance and will be used to identify any areas where skills and expertise might be developed.

The focus of these items is on the performance of departmental work other than the consultant's usual 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 Instructional Development Consultant's Department-Assigned Tasks

1. The consultant carries out department-assigned duties in a timely manner. S SR U No Opinion
  
2. The consultant carries out department-assigned duties in an effective manner. S SR U No Opinion
  
3. The consultant communicates effectively with department colleagues. S SR U No Opinion
  
4. The consultant works constructively in collaboration with others. S SR U No Opinion
  
5. The consultant is effective when working independently. S SR U No Opinion
  
6. The consultant participates regularly in department meetings. S SR U No Opinion
  
7. The consultant makes positive contributions to department decision-making. S SR U No Opinion

8. The consultant demonstrates respect for individuals S SR U No Opinion
9. The consultant takes opportunities to improve departmental services. S SR U No Opinion
10. The consultant is timely in responding to voice or e-mail requests. S SR U No Opinion
11. The consultant effectively responds to new situations. S SR U No Opinion
12. The consultant arrives on-time for meetings and appointments. S SR U No Opinion