**Peer Observation Procedures for Probationary Lecturers**

**(Faculty of Engineering)**

*Peer observation is a compulsory part of your probation as a lecturer. You must observe other lecturers and be observed in your teaching. You must demonstrate your ability to reflect on your teaching and identify specific actions for improvement / refinement. Probationers should observe and be observed in year 1 of probation, and again in year 2 before the mid-probation review. These notes and forms tell you how to create and report your peer observation sessions.*

**For probationers being observed**

Even though you set up and run your observation, you need to have it officially acknowledged. Therefore you need to do the following:

1. **Pre-observation contact with the observer.** Form 1 sets out the information you need to give to your observer (either use Form 1 or just send an email with the equivalent information in it). The purpose is to give date and venue information, a brief outline of the objectives of the session, a statement of the areas on which some feedback is sought and an opportunity to make any other comments that affect the teaching event. The more seriously you take this step, the more useful the observation will be to you.
2. **Post-observation contact with the observer.** Immediately after the observation, meet with the observer to get verbal feedback on the points indicated on Form 2 (the observer’s form). If a meeting immediately after the session is not possible, the observer should send the completed form to you within 24 hours and a follow-up meeting arranged within a week. You then need to fill in the coversheet of Form 3 and the corresponding ‘plan of action’ (Form 3a).
3. **Return Copies of Form 2 and Form 3.**

**(i)** Send a copy of the signed cover sheet of Form 3 to engteaching@imperial.ac.uk . If sending the cover sheet electronically include your observer in the email correspondence; actual ‘signatures’ will not then be required.

**(ii)** Send a copy of Form 2 and Form 3 (i.e. coversheet and Form 3a) to your DUGS. You may also choose to send a copy of Form 3a to your observer to show good faith in the self-help premise of the scheme.

Make sure to keep a copy of each form for yourself.

**FORM 1 – Peer Observation: Probationary Lecturer's Pre-Session Form**

The purpose of this activity is developmental. Your observer needs the information below before the observation. Either use this form or send an email covering these points.

Name of Probationer:

Date of Session:

Type of Session: lecture / seminar / tutorial / laboratory / other

Topic and year:

1. My objectives for the session (both for me, as lecturer, and for the students as learners):

2. Areas on which I would welcome some feedback:

 (*Be specific and selective, e.g.: quality of explanations on a certain topic; quality and effectiveness of instructional materials (handouts, slides, videos, demonstration equipment); level of student attention and engagement; body language and speech; pace.*

3. Other constraints or issues useful for the observer to note:

**FORM 2 – Observer's Feedback to Probationer**

*Information for the observer completing this form:* The purpose of this activity is developmental for the probationary lecturer whom you are observing. The probationer will have sent you information about the teaching session (Form 1 or an email equivalent). Please read that information and clarify any obscure points. During the session, concentrate on observing the probationer, students’ reactions and interactions with any teaching assistants, technicians or others involved. After the session, complete this form (Form 2) and discuss it with the probationer. If a discussion immediately after the session is not possible, you are expected to send the completed form to the probationer within 24 hours and hold a follow-up meeting within a week.

Name of Observer:

Name of Probationer:

Date of Session:

Type of Session: lecture / seminar / tutorial / laboratory / other

Topic and year:

1. What, in your opinion, went well in the session? Why?

2. What, in your opinion, could be improved or developed? How?

3. Please comment on areas in which the lecturer invited feedback.

4. Any other comments or suggestions.

**FORM 3 – Peer Observation Forms (Coversheet; Form 3a and 3b)**

(i) Send this page to the Faculty office so that it can be recorded: engteaching@imperial.ac.uk

(ii) Give copies of the form (including the relevant coversheet below) to your DUGS.

**Please complete either section (a) or (b) of the Coversheet below,**

**and corresponding forms 3a and 3b overleaf.**

**COVERSHEET**

**(a) For probationers who have had their session observed:**

Name of Probationer:

Department:

Date of Session:

Title of Session:

Type of Session: lecture / seminar / tutorial / laboratory / other

Course / Module Code:

Name of Observer:

Signature of Observer:

Signature of Probationer:

**(b) For probationers who have observed a session:**

Name of Probationer:

Department:

Date of Session:

Title of Session:

Type of Session: lecture / seminar / tutorial / laboratory / other

Course / Module Code:

Name of Lecturer Observed:

Signature of Lecturer Observer:

Signature of Probationer:

**FORM 3a – Plan of Action Resulting from Being Observed**

1. What did you feel were the most important points to emerge from the observation?

2. What changes will you make as a result of the observation:

 (a) to this particular session?

 (b) to your teaching more generally?

3. Any other comments, ideas or suggestions

 *(e.g. on teaching resources, administration, comments specific to your own observed session)*