**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 undertaking an observation**

Most lecturers indicate that they learn even more from observing than from being observed. To have these observations officially acknowledged, you need to do the following.

1. **Pre-observation contact with the lecturer.** Contact the lecturer to identify a suitable session to observe. It is up to you to arrange a convenient lecture to observe but we advise you to seek out ‘star’ lecturers: consult your DUGS and/or mentor for advice on who to observe. It would be helpful for you to attain a brief outline of the objectives of the session as well as information on any teaching issues or constraints.
2. **During the observation.** Use the questions in Form 3b as a basis to draft some topics for discussion with the lecturer.
3. **Post-observation contact with the lecturer.** Meet with the lecturer immediately after the session to discuss your observation, i.e. the *what, why and how* of the teaching and learning that took place. If a meeting immediately after the session is not possible, one should be arranged within a week. Following the meeting (or if preferred during the meeting) Form 3b (‘Lessons Learnt’) should be written up.
4. **Return Copies of Form 3.**

**(i)** Send a copy of the signed cover sheet of Form 3 to Phil Power (philip.power@imperial.ac.uk; Level 2, Faculty Building). If sending the cover sheet electronically include the observed lecturer in the email correspondence; actual ‘signatures’ will not then be required.

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

Make sure to keep a copy of the 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 3 – Peer Observation Forms (Coversheet; Form 3a and 3b)**

(i) Send this page to the Faculty office so that it can be recorded: Phil Power, Level 2, Faculty Building; Philip.power@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 3b – Lessons Learnt from Observing a Session**

1. I felt that the most important points to emerge from the observation were:

2. Definite changes I will make to my teaching as a result of the observation:

 *(Is there anything new to try? Will you be doing something differently? Are you now aware of resources / facilities / expertise not previously known to you?)*

3. Possible changes; other comments and ideas:

 *(If there are good ideas that you think are generally useful (but perhaps not relevant to your current teaching) note them here, together with any other comments / notes you wish to make.)*