

Peer Observation Procedures for Probationary Lecturers

(Faculty of Medicine)

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

(a) 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 your Observer.** Form 1 sets out the information you need to give to your observer (who may be your appointed Teaching Mentor). 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 your Observer.** Within 24h of the observation, review the feedback (Form 2) from your observer. Having reflected on this feedback, complete your action plan (Form 3a) and send it to your Teaching Mentor for approval and further feedback. Keep a copy (with the coversheet) in your personal portfolio, as this will be needed as evidence for the lifting of your probation.

(b) 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. Take advice** from your Teaching Mentor and DH(T) or the Director of Education within your SID on who and what you should observe.
- 2. Pre-observation contact with the teacher.** Contact the relevant teacher and request permission to observe them in action, explaining what you hope to learn from the observation.
- 3. During the observation.** You may find Form 3b helpful as you consider what you would like to discuss with the teacher.
- 4. Post-observation contact with the teacher.** Meet with the observed teacher as soon as possible after the observation to discuss the teaching and learning which took place. Having reflected on the meeting, complete Form 3b ('Lessons Learnt' and send it to your Teaching Mentor for approval and feedback. Keep a copy (with the coversheet) in your personal portfolio, as this will be needed as evidence for the lifting of your probation.

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 / clinical teaching / other (specify)

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) Keep a copy of all forms with their coversheets, in your personal portfolio: it will be part of the evidence considered at your probationary review
- (ii) Give copies of all paperwork (including the relevant coversheet below) to your Teaching Mentor

**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

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.)