

PRINCIPLES AND GUIDELINES FOR THE PEER OBSERVATION OF TEACHING

Purpose and Context

This document sets out the expectations of the University for the peer observation of teaching (POT) which provides a developmental framework for all staff to enhance their teaching performance in a supportive environment.

Scope

These principles and guidelines apply to all academic teaching staff at the University. It will also apply to postgraduate researchers engaged in appropriate teaching activities.

1 Introduction

This framework sets out the principles and guidelines to be adopted by all Schools. It should be read in conjunction with the [Framework for PGRs and Teaching](#).

2 Peer Observation of Teaching Principles

Schools should adopt a model of peer observation which:

1. Recognises the diversity of teaching and learning interactions in the University, including on-line engagement and assessment and feedback;
2. Encourages the open discussion of teaching issues;
3. Promotes the identification and sharing of good practice in teaching and learning;
4. Has the potential to enhance the practice of both the observer and the person observed;
5. Produces qualitative outputs in terms of the enhancement of teaching quality;
6. Promotes, where practicable, the widening participation agenda within the school;
7. Promotes, where practicable, the delivery of an inclusive curriculum.

3 Peer Observation of Teaching Guidelines

Processes of peer observation in Schools should require:

1. All full-time academic teaching staff to engage in POT annually; staff with fractional academic contracts to engage biennially
2. All full-time staff involved in POT normally to be observed and to observe another person teaching on at least one occasion in the course of the academic year (or over the course of two years for part-time academic staff);
3. All hourly paid and research staff involved in forty or more hours teaching per year to be observed annually;
4. All PGRs engaged in teaching will be observed by their mentor at least once in each module taught;
5. Each observed session normally to involve one observer and one person being observed. However, where appropriate, staff should have the option of opening sessions up to a wider circle of observers;
6. The avoidance of reciprocal observer-observed relationships;

7. Each observed session normally to be preceded by a pre-meeting to discuss aims and objectives;
8. Each observed session normally to be followed by a debriefing meeting;
9. An agreed summary to be produced, contributed to and signed by both the observer and the observed, which highlights both good practice and issues to be addressed;
10. A record of peer observation of teaching sessions to be kept centrally within the school or department;
11. Peer observation summaries (or agreed sections thereof) to be shared with heads of department (or their nominee) who will use the summaries to inform the staff development priorities for the individual and department;
12. Records of peer observation of teaching to be considered in appraisal for the purpose of development and the identification of support needs.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
Document name:	Principles and Guidelines for the Peer Observation of Teaching
Version Number:	V4.0
Equality Impact Assessment:	January 2022
Approved by:	UTLC
Date Approved:	June 2023
Next Review due by:	16 March 2026
Author:	Director of Registry
Owner (if different from above):	
Document Location:	Principles-and-Guidelines-for-the-Peer-Observation-of-Teaching.pdf (hud.ac.uk)
Compliance Checks:	Compliance checks are completed as part of Quality Appraisal activity and identification/ remedy where non-compliance identified
Related Policies/Procedures:	

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V4.0	June 2023	Removal of anonymity in reporting to Head of Department	Director of Registry
V3.0	March 2022	Insertion of weblink, clarification on position for part-time academic staff and PGRs	Director of Registry
V2.0	March 2019	Formatting and nomenclature updates to bring in line with policy framework template Cross reference to PGR teaching framework Clarification of scope	Director of Registry
V1.0	April 2016	Original	Head of Registry