

## LEARNING AND TEACHING COMMITTEE

### REVIEW OF GUIDELINES FOR THE PEER OBSERVATION OF TEACHING

#### 1. Background

The current guidelines for peer observation of teaching (attached as **Appendix A**) have been in operation circa 2001, following a review by Ruth Goodall, the then Head of the Centre for Staff and Educational Development.

2. Being guidelines, peer observation of teaching is not a mandatory requirement on Schools and it is a matter for individual Heads of Schools to determine whether such observation should take place.
3. At our institutional audit by the QAA in April, 2009, the auditors concluded that it would be desirable for the University to reappraise its current approach to peer observation of teaching, to establish consistent practice across the University. The auditors were concerned that the variability in practice (across Schools) had the potential had the potential to “disadvantage some staff and for poor teaching to continue undetected and not redressed”.

(Paragraph 58 of the Institutional Audit Report refers).

4. In the light of the above and the increasing focus on the student experience of teaching, it would seem timely and appropriate to revisit the current guidelines and their operation. To this end, it is proposed that a review group should be established during 2010-11 to report to the Learning and Teaching Committee with its recommendations at the end of next session. **Appendix B** sets out the proposed membership of the review group, membership of an advisory group and terms of reference.

**LEARNING AND TEACHING COMMITTEE**

**REVIEW OF PEER OBSERVATION OF TEACHING**

**1. Membership**

Chair: Professor David Evans (MTH)

Ex-Officio: One Head of School (or nominee – eg School Director of Learning, Teaching and Quality) from each Faculty  
The Director of LTC Staff Development (or nominee)  
The Academic Officer of the Union of UEA Students (or nominee)

Other Members: Dr. S. Gibson, School of Medicine, Health Policy and Practice

Co-opted: The Review Group will have the right to co-opt appropriate colleagues

Secretary: Learning, Teaching and Quality Office (to be confirmed)

**2. Terms of Reference**

- 2.1 To consider the effectiveness of the implementation and operation of the current guidelines in the light of the recommendation contained in the Institutional Audit Report by the Quality Assurance Agency of April, 2009.
- 2.2 To review the current guidelines for the Peer Observation of Teaching having regard to the recommendation contained in the Institutional Audit Report , other relevant internal and external factors and the outcome of the consideration in 2.1 above.
- 2.3 On a regular basis, to take advice from and consult the advisory group (see below).
- 2.4 To consult more widely within and without the University as considered appropriate.
- 2.5 To make recommendations to the Learning and Teaching Committee on the future approach to peer observation of teaching including on the status of the guidelines (whether this should change from guidelines to policy); the content and the approach to implementation.

**3. Frequency of Meetings**

- 3.1 As determined by the Chair in consultation with members of the review group. It is anticipated that any recommendations for change will be considered by the Learning and Teaching Committee at its meeting on 2 February, 2011.

## **MEMBERSHIP OF THE ADVISORY GROUP TO THE REVIEW GROUP OF THE GUIDELINE FOR THE PEER OF OBSERVATION OF TEACHING**

### **1. Membership**

Ex-Officio:	The Director of Human Resources (or nominee) A Dean of Faculty (or nominee – eg a Faculty Associate Dean (LTQ)) The Dean of UEA London The Director of Taught Programmes The Academic Registrar (or nominee) One member of the MAHEP Course Team
Other Members:	Two mentors from the MAHEP Programme Two students of the MAHEP Programme The University's HEA Senior Advisor – Mr. Richard Brawn

### **2. Terms of Reference**

- 2.1 To give advice to, to make suggestions about and to comment on proposals put forward by the Review Group of the Review of Peer Observation of Teaching.
- 2.2 To be consulted on a regular basis by the Review Group.