



## Peer Observation Form For all faculties

In order that **Faculty staff development issues** might be addressed, please make a copy of **Page 3 only** of this form once completed and send it to the **Head of Department**. The observee may also wish to use this form during appraisal meetings to refer to individual staff development needs.

|  |                     |
|--|---------------------|
| Name of observee:  | Name of observer:   |
| Programme:   | Department:         |
| Module:  | Date:               |
| Length of observation:   | Number of students: |
| Type of session <b>tick</b> <input type="checkbox"/> lecture <input type="checkbox"/> tutorial <input type="checkbox"/> workshop <input type="checkbox"/> studio<br><input type="checkbox"/> practical <input type="checkbox"/> seminar <input type="checkbox"/> lab<br><input type="checkbox"/> other <b>please specify</b> ..... |                     |
| e-Learning activities (if appropriate):  |                     |
| What are you hoping to achieve?<br><br>Do you want your observer to feedback on any specific area?   |                     |
| Please indicate briefly the context of the session and the key intended learning outcomes:   |                     |

**After the observation**

The observer and observee should discuss the session together and complete the following

|   |
|---|
| <b>General comments on the session (agreed between observer and observee):</b>                      |
| <b>What worked well/areas of good practice, or did not work so well i.e. areas for development?</b> |
| <b>Is there any development activity from which the lecturer being observed might benefit?</b>      |

Signed (Observer).....

Signed (Observee).....

**This document is confidential and remains the property of the observee.**

*As such it may be used as part of appraisal discussions should the appraisee have staff development needs. Page 3 of this form should be forwarded to the Head of Department in order that any team/faculty staff development needs can be identified.*

## “Future Developments”

Please note you should submit **this page only** to the **Head of Department**.

Indicate examples of **good practice** that could be disseminated to colleagues in the Team, Faculty or University:

Have you identified any staff development which would be of benefit **to the Team or Faculty?**

Signed (Observer): .....

Signed (Observee): .....

Date: .....