

## DAU 3-23 Peer Observation Policy

Policy Code	Policy Name		
DAU 3-23	Peer Observation Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
Heads of departments and Teaching Staff	10/ 2023	10/ 2027	

### 1. Policy Purpose

This policy governs the practice of peer observation among faculties at DAU. By ensuring a systematic, fair, and constructive peer observation process, the policy promotes professional development and enhances teaching effectiveness. It provides faculties with an opportunity to:

- Verify submitted course materials on the LMS.
- Get feedback from their colleagues on the teaching strategies and assessment methods they have adopted.
- Assess student behaviors and how instructor handles them in class/lab.
- Identify improvement opportunities.

### 2. Policy Scope

The Peer Observation Policy applies to all teaching staff, full-time and part-time. It applies to classroom-based instruction, online or distance learning, laboratory sessions, clinical settings, and other teaching contexts at DAU.

### 3. Policy Statement

The policy outlines the procedures for initiating peer observations, selecting observers, scheduling, conducting peer observations, documenting peer observations, and developing an action plan for continual improvement. A peer observation should be conducted according to the following guidelines:

- Faculty should undergo peer observation every two years for each course.
- First semester peer observation is required for all newly appointed faculties.
- Part-time faculty must undergo peer observation when renewing teaching assignments.

### 4. Policy Procedures

#### Scheduling

- Head of the department develops a list of faculties to be peer observed at the beginning of each semester and selects suitable observers.
- In consultation with both the observed and observing faculties, head of the department should develop peer observation schedules.

#### Pre-Observation Meeting

- Meeting ahead of the observation is required between the observer and the observed.
- Any relevant background information and materials about the course or lesson being observed should be provided to the observer by the observed faculty member.

#### Observation

- Students in class should be informed of the purpose of peer observation and that they are not being evaluated.
- The observer should observe the teaching session and take notes on the following aspects of the teaching:

- The submitted course materials on the LMS.
- The effectiveness of the instructor's teaching strategies and assessment methods.
- The use of instructional materials and technology.
- The clarity of the instructor's explanations.
- The instructor's interaction and student engagement.

### Post-Observation Meeting

- After the observation, the observed and observer should meet to discuss the observation.
- The observer should provide the observed faculty member with feedback on the teaching strategies and assessment methods he/she has adopted.
- The observed and observer should discuss any areas for improvement and identify any resources or support that may be helpful.

### Documentation

- The observer should write a summary of the observation process and provide the feedback using [DAU Peer Observation Form](#).
- The summary should be shared with the observed faculty member and head of the department.
- Upon reviewing the peer observation report, head of the department will determine what action plans need to be developed for the observed faculty member.

### Confidentiality

All information obtained during the peer observation process should be treated confidentially.

### Professionalism

Faculties involved in peer observation are expected to conduct themselves professionally and respectfully.

### 5. Related Policies/ Documents/ Forms

DAU 3-14 Teaching & Learning Policy

DAU 4-2 Faculty member and Administrative Staff Professional Development Policy

[DAU Peer Observation Form](#).

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy