Observation of Teaching Process
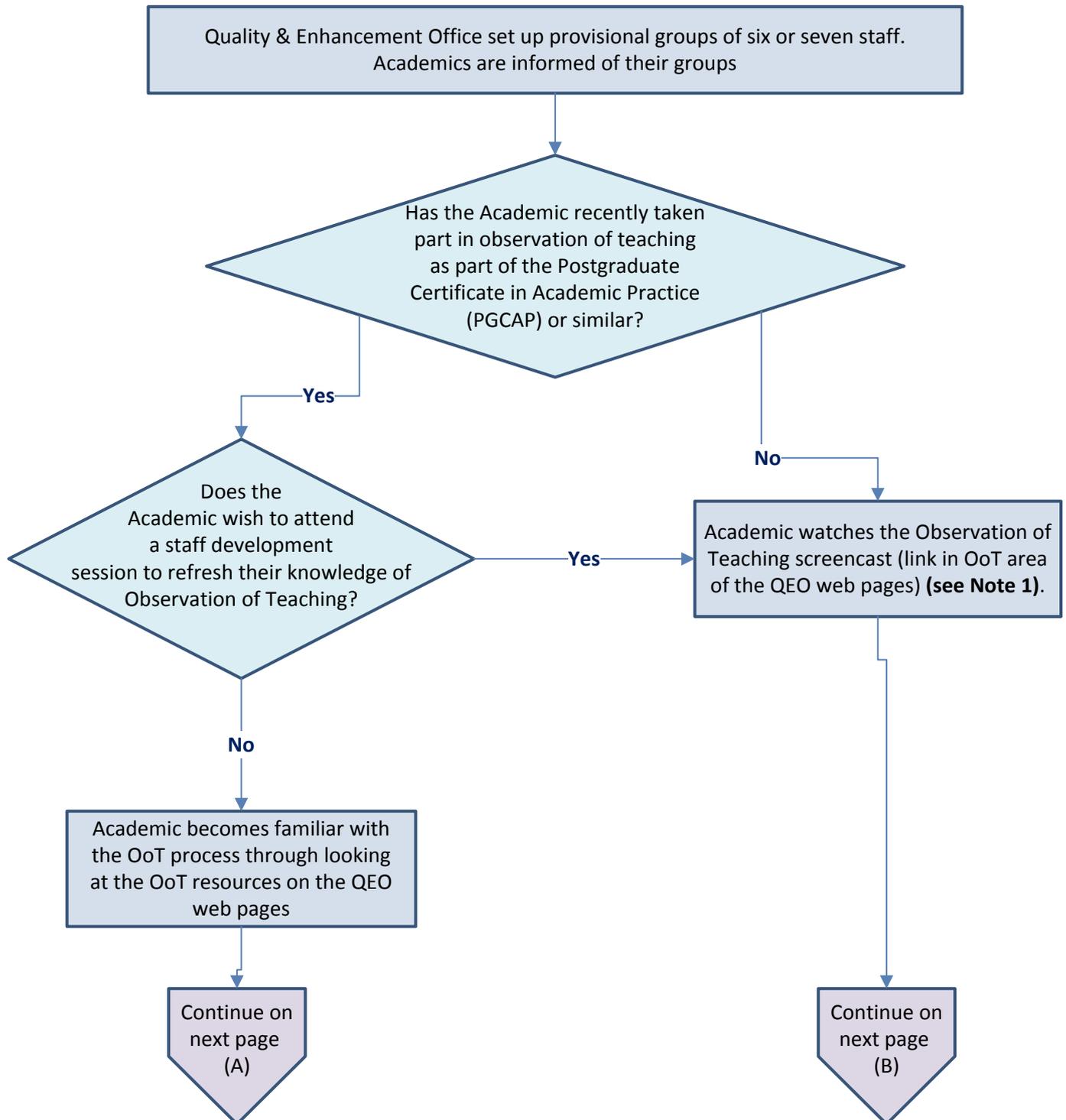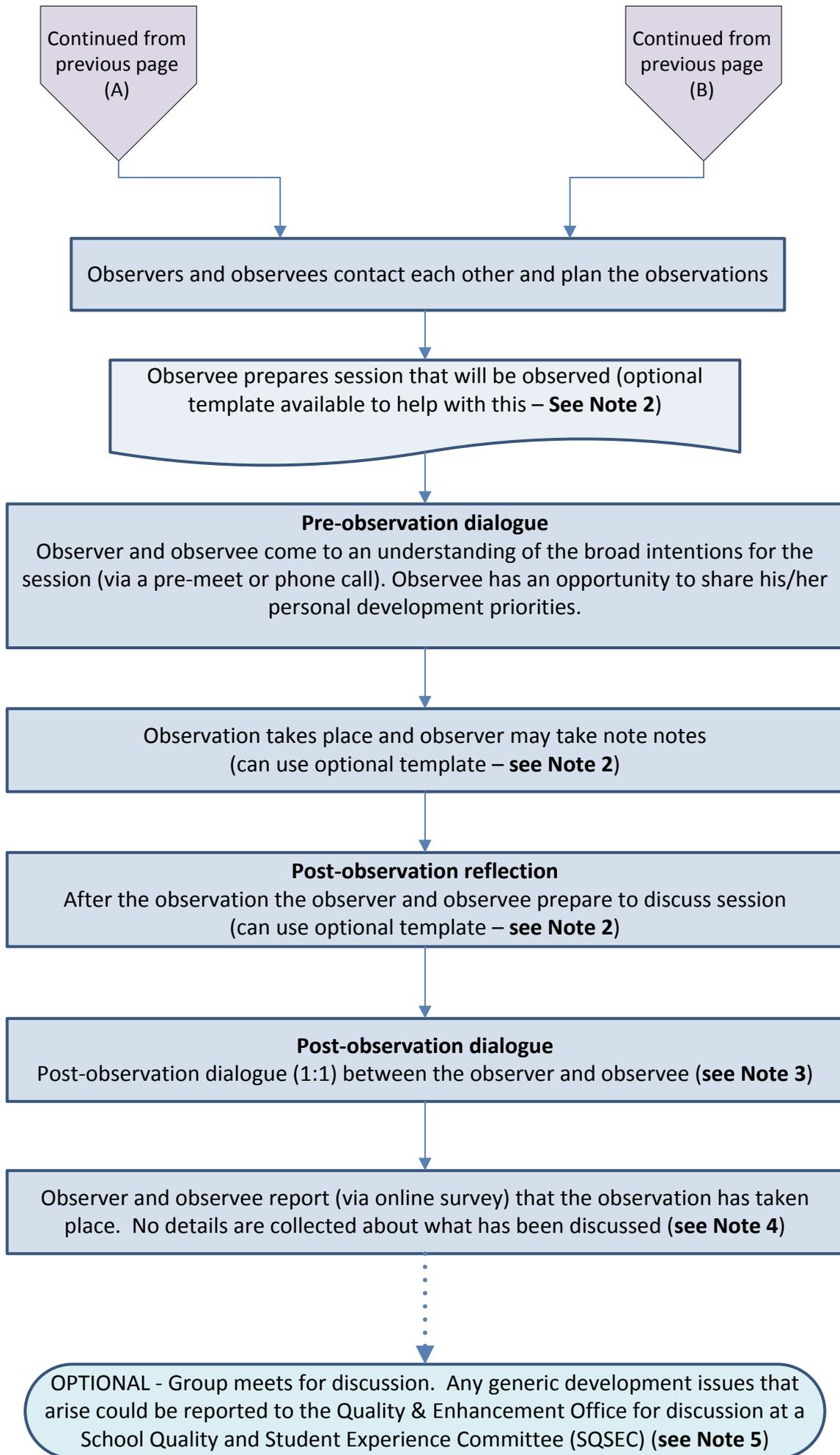# September 2016 Version 2.1

For more information see 'Frequently Asked Questions' in the Observation of Teaching area of the Quality & Enhancement web pages.

Quality & Enhancement Office set up provisional groups of six or seven staff. Academics are informed of their groups

Has the Academic recently taken part in observation of teaching as part of the Postgraduate Certificate in Academic Practice (PGCAP) or similar?

Yes

No

Does the Academic wish to attend a staff development session to refresh their knowledge of Observation of Teaching?

Yes

Academic watches the Observation of Teaching screencast (link in OoT area of the QEO web pages) **(see Note 1)**.

No

Academic becomes familiar with the OoT process through looking at the OoT resources on the QEO web pages

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Observers and observees contact each other and plan the observations

Observee prepares session that will be observed (optional template available to help with this – **See Note 2**)

Pre-observation dialogue
Observer and observee come to an understanding of the broad intentions for the session (via a pre-meet or phone call). Observee has an opportunity to share his/her personal development priorities.

Observation takes place and observer may take note notes
(can use optional template – **see Note 2**)

Post-observation reflection
After the observation the observer and observee prepare to discuss session
(can use optional template – **see Note 2**)

Post-observation dialogue
Post-observation dialogue (1:1) between the observer and observee (**see Note 3**)

Observer and observee report (via online survey) that the observation has taken place. No details are collected about what has been discussed (**see Note 4**)

OPTIONAL - Group meets for discussion. Any generic development issues that arise could be reported to the Quality & Enhancement Office for discussion at a School Quality and Student Experience Committee (SQSEC) (**see Note 5**)

Notes to go with Observation of Teaching Flow Chart

Note 1 – Re Observation of Teaching – staff development screencast.
All staff who have not taken part in observation of teaching (as part of the PGCAP or similar qualification) are encouraged to view the screencast before taking part in observation of teaching. The screencast is available in the Observation of Teaching area of the Quality & Enhancement Office web pages.

Note 2 – Click here to access the optional template.

Note 3 – **1-1 Post-observation dialogue**
The feedback dialogue should be held soon after the observed session whilst it is still fresh in the mind. Ideally the feedback should be a 1-1 meeting in a suitable location. The observer needs to collaborate in the feedback process with the observed. If the observation and reflection are to be productive, feedback must be honest, constructive and conducted within the guidelines outlined in the Observation of Teaching Code of Practice document.

The meeting should focus on a comparison of the reviews of the observer and the observed aimed at developing a series of personal teaching aims and strategies to enhance teaching practice.

Note 4 – By recording information about the dates of the observation and who took part (in an online survey) the University will be have an e-record of observation of teaching activity. From a University perspective this may be useful evidence in future Institutional Reviews.

Note 5 – **Optional group discussion**
Once observation of teaching has taken place and all group members have had the opportunity to both observe and be observed, it is likely that similar themes of discussion will occur. Therefore whilst post-observation feedback dialogues will remain confidential between those participating, it is hoped that the group discussion will be useful to 'compare and share' enabling dissemination of good practice and areas for improvement in 'general' terms which do not in any way link to an individual. This could for example be a requirement for staff development, environmental changes, or technology upgrades in rooms. A summary of outcomes from the discussions could be reported to the Quality & Enhancement Office for discussion at a School Quality and Student Experience Committee (SQSEC) to inform evaluation.

Further details on Observation of Teaching can be found on the Quality & Enhancement Office web pages (http://www.salford.ac.uk/qeo/academic/observation).