

## Peer observation of teaching

- *Reporting: How will the results be communicated?*
- *What documentation is produced during the entire review process?*
- *How long is documentation kept?*
- *By whom is it kept?*
- *How are results of the review communicated to the reviewee?*

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### 1. What documentation will be produced?

This kit contains a range of sample forms you could use or adapt. An informal review need produce no documentation at all. A formal review can produce a range of documentation including:

- Pre-briefing notes specifying what is to be reviewed (e.g. lecture) and the desired focus (e.g. ability to engage all students);
- Reviewer's report on session or materials based on (i);
- Reviewee's response to reviewer's report;
- Notes on de-brief session during which reviewer and reviewee discuss (ii) and (iii); and,
- Action plan that identifies reviewee's professional development needs in light of (iv).

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### 2. Who owns the documentation?

If the review does produce documentation it is essential that all involved are clear about who owns it and how it may be used. There are two scenarios: owned by the reviewee or owned by the university.

If the reviewee owns the documentation it is up to them how to use it and who to show it to.

They may decide to use it in a promotion application or they may decide not to show it to anyone and just use it to plan their own professional development.

Even if the documentation is owned by the reviewee it is generally advisable to seek the reviewers permission to use the documentation in promotions or formal reviews.

If the university owns the documentation, who is responsible for passing on the documentation, how it will be stored, who will have access to it and how it can be used should be clearly specified in university policy.

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### 3. How are the results communicated to the reviewee?

The first thing to consider is the timing of communication.

A very informal chat can happen directly after the lecture on the way back to the office.

At the other end of the spectrum a very formal process requires time for the reviewer to prepare their report and the reviewee to prepare their response before the post-review meeting.

If you are reviewing materials a face-to-face meeting may not be necessary.

Or you may want a face-to-face debrief.

Or you may like to combine comments on the teaching materials with a face-to-face debrief.