



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 tick <input type="checkbox"/> lecture <input type="checkbox"/> tutorial <input type="checkbox"/> workshop <input type="checkbox"/> studio <input type="checkbox"/> practical <input type="checkbox"/> seminar <input type="checkbox"/> lab <input type="checkbox"/> other please specify	
e-Learning activities (if appropriate):	
What are you hoping to achieve? 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

General comments on the session (agreed between observer and observee):

What worked well/areas of good practice, or did not work so well i.e. areas for development?

Is there any development activity from which the lecturer being observed might benefit?

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: