

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Academic Personnel Policies Manual</b>	Policy Number	AP-12
		Effective Date	02-Mar-2014
	<b>Subject</b> Peer Evaluation of Teaching (PET)	Most Recent Review Date	01-Dec-2013
	<b>Responsible Office:</b> DVC for Academic Affairs	Due Date for Next Review	01-Sep-2016
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## 12. Peer Evaluation of Teaching (PET)

### Overview

Outlines the purpose and processes through which observations and evaluation of teaching by academic peers take place.

### Scope

Applies to all regular faculty members and instructors of UAEU except College of Medicine and Health Sciences.

### Objective

The University supports peer critique as a method of generating insight and information to help faculty members improve the effectiveness of the design and methods of their instructions. Through reflection on this insight and information and other forms of input, it is expected that faculty members will be better able to improve their effectiveness. The Peer Evaluation of Teaching process is based on these principles.

### Policy

- 1 Peer Evaluation of Teaching (PET) is a collaborative process in which instructors under review work closely with peers to get feedback about teaching and learning in their classes.
- 2 PET is primarily a formative process used to guide the professional development of faculty members in the area of teaching and instructional effectiveness.
- 3 PET is also used to form summative judgments in special circumstances, such as:
  - a) Promotion applications;
  - b) Contract renewal, which takes place in the penultimate year of the current contract; and
  - c) Confirmation of the regular appointment of faculty on probation.
- 4 The outcomes of the PET are confidential to the individuals forming judgment on a faculty member. The PET process will be completed at least two weeks in advance of the deadline for the particular circumstance.
- 5 Normally Colleges will establish a schedule that allows for all faculty members to engage with the PET process at least once in a four-year period, but preferably every two years.

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## Procedures of Policy No. (12) - Peer Evaluation of Teaching (PET)

### 1. Criteria to be Used in Classroom Observations of Teaching

- a) Clearly defined learning objectives and outcomes;
- b) Effective preparation of the lecture;
- c) Appropriate use of educational technologies and teaching aids;
- d) Proficiency in English (for courses delivered in English);
- e) Logical sequence and organization of the class;
- f) Effective use and distribution of class time;
- g) Encouragement of discussion and participation of all students;
- h) Use of interactive and cooperative learning pedagogies;
- i) References to sources of academic or other relevant secondary literature;
- j) Respect between the students and the faculty member; and
- k) Stimulation of critical thinking, analysis and synthesis of ideas.

### 2. College Procedure for the PET Process

- a) A Peer Evaluation of Teaching Committee is established in each College by the College Council at the commencement of the academic year. Normally, the Committee should include one faculty member at the rank of Professor or Associate Professor from each Department. The Chair of the Committee should be a full Professor. The members of the committee should be selected from among the faculty members who are recognized for their proficiency in teaching.
- b) The Dean determines which faculty members will be evaluated through the PET process that year, either for regular periodic reviews or owing to special circumstances.
- c) For each faculty member being observed, the PET Committee shall establish a subcommittee of three faculty members, one of whom must be from the faculty member's Department. The chair of subcommittee should be a Professor if the faculty being observed is applying for promotion to the rank of Professor or if he/she is holding that rank. The subcommittee will:
  - (i) Request a teaching portfolio from each faculty member. The portfolio shall include at a minimum a description of areas of teaching specialization and current teaching schedule with numbers of students enrolled in each class.
  - (ii) Use the portfolio to determine which section(s) will be observed and the date of the first of two classroom visits. Small sections shall normally be excluded. The faculty member is informed of the date of the intended teaching observation.
  - (iii) Organize a pre-visit meeting with the faculty member at least one week prior to the first visit. The meeting shall outline the purpose, process and criteria to be used by the subcommittee in observing the class.
  - (iv) Conduct a classroom observation and make written record of the observations against each criterion.
  - (v) Form a summary report to be shared with the faculty member as feedback during a formal post-observation meeting.
  - (vi) Conduct a second teaching observation at a date notified in advance to the faculty member.

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- (vii) If needed, more than two class visitations might be conducted.
- (viii) Prepare a written summary report ranking the faculty member as excellent, very good, good, satisfactory, or unsatisfactory and submit this report to the Chair of the College PET Committee.
- d) The Chair of the PET Committee verifies that the report conforms to the procedures set forth herein and sends it to the faculty member's Department Chair. The Department Chair normally shares the report with the faculty member whose teaching has been observed unless this would be prejudicial to any special circumstances for which the PET has been conducted (for example, if applying for academic promotion).