
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Academic Personnel Policies Manual</b>	Policy Number	AP-07
		Effective Date	12-Aug-2018
	<b>Subject</b> Peer Feedback on Teaching (PFT)/ Peer Evaluation of Teaching (PET)	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	1 of 1

## 7. Peer Feedback on Teaching (PFT)/ 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 and instructors improve the design and methods of their instruction. It is expected that faculty members and instructors will be able to enhance their teaching through reflection on the aforementioned insight, information, and other forms of input. The Peer Evaluation/Feedback process aims to improve student learning and educational effectiveness.

### Policy

- 1 Peer Feedback on Teaching (PFT) is conducted by colleagues from the same college with the aim of improving the teaching performance and skills of faculty members and instructors. The outcomes of PFT visits are communicated to the concerned faculty/instructor.
- 2 Peer Evaluation of Teaching (PET) is conducted by a College/University Committee to evaluate the teaching performance of faculty/instructor. Based on the purpose of the PET, the outcome may or may not be communicated to the concerned faculty/instructor.
- 3 PFT and PET represent a formative process used to guide the professional development of faculty members/instructors in the area of teaching and instructional effectiveness.
- 4 The criteria and standards for PFT and PET are set by the Center for Excellence in Teaching and Learning.
- 5 PET could be used to assess the teaching performance of faculty/instructor in special circumstances, such as:
  - a) Promotion applications of faculty members;
  - b) Contract renewal, which takes place in the penultimate year of the current contract; and
  - c) Confirmation of the regular appointment of faculty/instructor on probation.
- 6 The outcomes of the PET are confidential to the individuals forming judgment on a faculty member/instructor. The PET process will be completed at least two weeks in advance of the deadline for a particular circumstance. Colleges will establish a schedule that allows for all faculty members and instructors to engage with the PFT process at least once in a four-year period, or when deemed needed.

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Academic Personnel Procedures Manual</b>	Related Policy	AP-07
		Effective Date	12-Aug-2018
	<b>Subject</b> Peer Feedback on Teaching (PFT)/ Peer Evaluation of Teaching (PET)	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	1 of 3



## **Procedures of Policy No. (7) - Peer Feedback on Teaching (PFT)/ Peer Evaluation of Teaching (PET)**

### **1. Criteria to be used in Classroom Observations of Teaching**

The Center for Excellence in Teaching and Learning (CETL) is authorized to develop and update the criteria used in classroom teaching observation. At the commencement of each Academic Year, the CETL will provide the applicable criteria.



### **2. Procedure for the PFT Process**

- a) In each College, at the commencement of the academic year, the College Council establishes a Peer Feedback on Teaching (PFT) Committee. Normally, the Committee should include one faculty member at the rank of Professor or Associate Professor from each Department. The Chair of the Committee is selected by the Dean and 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, in consultation with Department Chairs, which faculty members/instructors will be visited by the PFT that year.
- c) For each faculty member/instructor to be visited, the PFT Committee shall establish a subcommittee of two faculty members, one of whom must be from the evaluated faculty member's/instructor's Department. The subcommittee will:
  - (i) Request a teaching portfolio from the concerned faculty member/instructor. The portfolio shall include at 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 visited and the date of the first classroom visit. Small sections shall normally be excluded. The faculty member/instructor is informed of the date of the intended teaching observation.
  - (iii) Organize a pre-visit meeting with the faculty member/instructor to be held three days 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) Write a summary report to be shared with the faculty member/instructor as feedback during a formal post-observation meeting.
  - (vi) Conduct a second teaching observation at a date notified in advance to the faculty member/instructor.
  - (vii) Prepare a written report summarizing the outcomes of the two visits and outlining the strengths and possible areas of improvement in teaching. A copy of the report is provided to the faculty member/instructor, and the report is kept in record in the Dean's Office.

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Academic Personnel Procedures Manual</b>	Related Policy	AP-07
		Effective Date	12-Aug-2018
	<b>Subject</b> Peer Feedback on Teaching (PFT)/ Peer Evaluation of Teaching (PET)	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	2 of 3

### 3. Procedure for the PET Process

- a) At the beginning of each academic year, the Provost will form a PET Committee at the University level based on the nominations received from Colleges. Each College nominates four members from the faculty members who are recognized for their proficiency in teaching. Only Associate and Full Professors may serve in this Committee. At least one of the four members must be a Full Professor. The Provost assigns the Chair of the Committee.
- b) In consultation with the Deans, the Provost determines which faculty members will be evaluated by the PET Committee either for promotion purposes or for others.
- c) For each faculty member being evaluated, the PET Committee shall establish a subcommittee of three faculty members, one of whom must be from the faculty member's College. 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 Chair of the subcommittee will:
  - (i) Request a teaching portfolio from each faculty member. The portfolio shall include at minimum a description of areas of teaching specialization and current teaching schedule, with numbers of students enrolled in each class. The faculty may identify two different courses on which he would prefer to be evaluated.
  - (ii) Use the portfolio to determine which section(s) will be visited based on the preference of the faculty member and the date of the first classroom visit. Small sections shall normally be excluded. The faculty member is informed of the date of the intended first visit for teaching evaluation.
  - (iii) Organize a pre-visit meeting with the faculty member at least three days 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 a written record of the observations against each criterion.
  - (v) Write a summary report to be shared with the faculty member as feedback during a formal post-observation meeting.
  - (vi) Conduct a second teaching observation. The faculty member will not be informed about the time and date of the visit.
  - (vii) Prepare an evaluation report rating the performance of the candidate, based on the two visits (40% on the first visit and 60% on the second visit), as excellent, very good, good, satisfactory, or unsatisfactory. Submit the report to the Chair of the PET Committee.
- d) The PET Committee meets to review all reports and provides the final evaluation for each case. The Chair of the PET Committee submits the evaluation reports to the Dean of the concerned college who should direct it to the Chair of the Department/College Promotion Committee. The faculty member is not informed on any information related to the final report and evaluation.

 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Academic Personnel Procedures Manual</b>	Related Policy	AP-07
		Effective Date	12-Aug-2018
	<b>Subject</b> Peer Feedback on Teaching (PFT)/ Peer Evaluation of Teaching (PET)	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	3 of 3

#### 4. Timeline for PET Process

The following timeline should be followed to complete the PET process.

Table (7.1) Timeline for PET Process

<b>Activity</b>	<b>Starting</b>	<b>Ending</b>
Formation of the PET Committee by the Provost	3 <sup>rd</sup> week of August	1 <sup>st</sup> week of September
Identification of the faculty to be evaluated and informing the Chair of the PET Committee	1 <sup>st</sup> week of September	mid-September
Class visits	mid-September	mid November
Reports of sub-committees sent to the Chair of PET Committee	mid November	end of November
Final reports sent to the Deans by the Chair of PET Committee	December 1 <sup>st</sup>	end of 1 <sup>st</sup> week of December