

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-12
		Effective Date	01-Sep-2014
	Subject Peer Evaluation of Teaching (PET)	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of these Procedures	1 of 2

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

1. Criteria to be Used in Classroom Observations of Teaching

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

2. College Procedure for the PET Process

- 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.
- 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.
- 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:
 - 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.
 - 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.
 - 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.
 - Conduct a classroom observation and make written record of the observations against each criterion.
 - Form a summary report to be shared with the faculty member as feedback during a formal post-observation meeting.
 - 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).