

# UK Math Department Faculty Peer Teaching Observation Policy

Approved by the Mathematics faculty on 21 April 2020

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The UK College of Arts and Sciences policy on evaluating teaching<sup>1</sup> states:

*Peer teaching evaluations will be required once a year for lecturers and untenured Regular and Special Title Series faculty; and may be requested by either the faculty member, the department chair, or the dean beyond that minimum. Peer observation of senior lecturers and tenured associate and full professors will occur by the request of either the faculty member, the department chair, or the dean. These observations will be included in the FMER process and ultimately compiled for inclusion in promotion dossiers.*

Thus, the audience for these observations include Mathematics faculty, faculty from other departments, and college and university administrators. The math department will meet this requirement in the following manner.

1. In consultation with the Executive Committee, the department chair will appoint members to a department **Peer Teaching Observation Committee (PTOC)**. Members will be appointed annually to serve 1-year terms.
2. The members of the PTOC will serve as the observers for the required and requested peer teaching observations using the following peer teaching observation process.
  - a. The process will be documented using the attached “Mathematics Department Faculty Peer Teaching Observation Form”.
  - b. A **pre-observation meeting** will be held with the observer and the instructor, and the corresponding section of the observation form will be completed at that time.
  - c. A **teaching observation** will be conducted, and the corresponding section of the observation form will be completed at that time.
  - d. A **post-observation meeting** will be held with the observer and instructor, and the corresponding section of the observation form will be completed at that time.
  - e. Both the instructor and observer will sign and date the form when this process is complete.
3. The completed form will be included with the FMER materials for the instructor.

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<sup>1</sup> <http://www.as.uky.edu/sites/default/files/Teaching%20Policy2020%20update.pdf>

# Math Department Faculty Peer Teaching Observation Form

Instructor: \_\_\_\_\_ Observer: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Course Number: \_\_\_\_\_

## Pre-Observation Meeting

Observer should review with instructor the course syllabus, overall course goals, and the goals and plan for the day the observation will occur. Use general terms in these notes, since this form will be reviewed by faculty/administrators outside the math department.

Date of pre-observation meeting: \_\_\_\_\_ # students enrolled: \_\_\_\_\_

Location of class: \_\_\_\_\_ Time/day of class: \_\_\_\_\_

Does this course have recitations? Yes No

Level of coordination: None Partial (suggested materials, etc.) Strict (common exams, etc.)

*Content:* What are the goals for content coverage on day of observation?

*Teaching Style:* What is the planned structure/teaching style/activities of class on day of observation?

*Context:* What else would be helpful for the observer to know in advance, about the content or the course?

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## Teaching Observation

Observer should arrive early for the class and sit at the back. Please resist any urge to participate in the class. Even if you notice an error, it is better to provide this feedback after the class period to ensure a representative observation takes place.

Date of observation: \_\_\_\_\_

*If class has 35 or less students:* # students on time: \_\_\_\_\_ # students late: \_\_\_\_\_

*Observer should comment briefly on each of the following topics:*

Instructor preparation

Class organization, pacing, and coverage of material

Clarity of communication (of mathematical ideas, student expectations during class, etc)

Classroom management, atmosphere, and/or culture (are students supported, actively participating, and appropriately challenged?)

Faculty respectfully engages with a broad range of students

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Instructor: \_\_\_\_\_ Observer: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Course Number: \_\_\_\_\_

## Post-Observation Meeting

Observer should discuss the observation with the instructor, including any minor feedback about mechanics of teaching. Major points of discussion should be recorded below. Use general terms in these notes, since this form will be reviewed by faculty/administrators outside the math department.

Date of post-observation meeting: \_\_\_\_\_

Did the instructor implement the planned structure/teaching style for the course? Explain.

Do the instructor and observer feel the intended goals for the observed class day were achieved? Explain.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Observer Signature: \_\_\_\_\_ Date: \_\_\_\_\_