



SABARAGAMUWA UNIVERSITY OF SRI LANKA

Policy Title –POLICY ON PEER OBSERVATION ON TEACHING, SUSL

Policy Number – Policy / SUSL / Teach & Learn / 14

Date of Senate Approval – 11.10.2022

Date of Council Approval – 28.11.2022

Effective Date –28.11.2022

Revised Dates – NA

Approving Authority – The Council, Sabaragamuwa University of Sri Lanka

Administrative Responsibility – The Senate

1. Overview

All faculties of the University system value teaching. Similar to the student evaluation on teaching, Peer observation is also an essential and important tool in assuring the quality of higher education. This will provide important information for continuous improvement of the teaching at Sabaragamuwa University of Sri Lanka (SUSL).

2. Purpose

This policy provides a framework for undertaking the evaluation of teaching and monitoring the quality of teaching and learning process based on the views of the peers. This will serve as a guideline for making decisions in enhancing the teaching and also this establishes procedures to be followed in determining the effectiveness of the teaching and learning at SUSL.

3. Scope

This policy applies to all academic programmes conducted by the Sabaragamuwa University of Sri Lanka and to all teaching staff of the University, including tutors, demonstrators, visiting teaching staff.

4. Legislative context

NA

5. Definitions

CQA	Centre for Quality Assurance
Peer Observation	It is the practice where a colleague of the teaching observes him / her in the act of teaching in order to provide constructive feedback
SOP	Standard Operating Procedure (CQA/SOP/Teach & Learn/08/2022)
SUSL	Sabaragamuwa University of Sri Lanka
University	Sabaragamuwa University of Sri Lanka

6. Policy Statement

1. University shall make aware of all the academic members about the purpose of doing peer observation and outcome of peer observation in enhancing the academic quality.
2. University shall take measures to facilitate the peer observation.
3. University shall have a common procedure / guideline for peer observation.
4. University / faculty should identify and have a pool of academics who would voluntarily involve in the peer observation. Peers should be identified and appointed before commencement of the semester.
5. University shall encourage the faculties to have peer observation regularly. Hence the peer observation of the teaching programme should be practiced by the faculties to assess the teaching. Each faculty of the SUSL is responsible for the peer observation.
6. University shall have the mechanism for appreciating the service of the peers in enhancing academic quality.

7. University shall consider the peer observation in developing institutional improvement plans.
8. University shall inform the Faculties that, it is essential to maintain the peer observation as agenda items in their Departmental meetings and the Faculty Boards.
9. Peer observation should be done as indicated in the Standard Operating Procedure for the process of peer observation (CQA/SOP/Teach & Learn/08/2022)- **Annexure 1.**
10. The approved format in the **Annexure 2** should be used for peer observation on individual teaching practices, course content, course organization and the teaching & learning.
11. Collected feedback should be analyzed and outcome of the feedback analysis should be communicated to the relevant academic member and should maintain evidences.
12. Actions should be taken to address the concerns raised by the peers in their feedback
13. Records should be maintained properly and it is necessary to generate a final report on the remedial measures taken based on the feedback analysis.
14. Summary report with action followed should be reported to the Centre for Quality Assurance (CQA) after each semester.
15. All the collected data should be stored properly, maintaining the confidentiality.
16. Confidentiality should be maintained strictly at every level of this feedback process.

Supporting Documents:

1. Annexes 1 :Standard Operating Procedure for the process of peer observation (CQA/SOP/Teach & Learn/08/2022)
2. Annexes 2 : Peer observation form
3. Codes of Practice on Peer Observation (2010), Quality Assurance and Accreditation Council, University Grants Commission, Sri Lanka.

Responsibility:

Deans of the Faculties

Promulgation:

- I. This will be circulated among all academic members of SUSL through Email
- II. This will be available in University Web (On Quality Assurance web page)

Implementation

This policy will be implemented by Quality Assurance Cell of the particular Faculty together with the Faculty Administration.

******This has been approved at the 268th Senate held on 11.10.2022 and at the 290th Council held on 28.11.2022***

**Centre for Quality Assurance,
Sabaragamuwa University of Sri Lanka,
August 2022**