



Policies & Procedures Manual

UIT University

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Note: The policy is effective immediately upon approval and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the university authority.

Classroom Observation Policy for Enhancement of Quality

1. Purpose

- 1.1. This policy aims to establish a classroom observation system to enhance the quality of teaching and learning at UIT University (UITU). Classroom observation can provide valuable feedback to teachers on their practice, help them identify areas for improvement, and support their professional development. It can also help to identify and address any systemic challenges to teaching and learning.

2. Scope

- 2.1. This policy applies to all full-time and visiting faculty at UITU.

3. Procedures

3.1. Identification of Classes for Peer Review

- 3.1.1. Each teaching department coordinator will identify classes for peer evaluation in the third week of the semester.
- 3.1.2. The concerned coordinator will share the dates of classes, courses, and sections with the department chairperson by the end of Week 3.

3.2. Disbursement and Collection of Consent Form

- 3.2.1. The relevant coordinator will arrange the "Consent Form—Instructor" disbursement and collection for full-time and visiting faculty of all programs in the fourth week.

3.3. Peer Review Team Composition and Responsibilities

- 3.3.1. The chairperson of the Department will assign a peer review team based on subject expertise. One of the review team members is the relevant coordinator.
- 3.3.2. The coordinator will provide the Peer Team with the course outline and the Peer Evaluation Form and accompany the classroom evaluation as an evaluator.
- 3.3.3. The Review Team will visit the assigned class for 30 to 45 minutes and fill out relevant sections of the form.
- 3.3.4. The Peer Review team is expected to keep the evaluations confidential and not disclose any evaluation, classroom proceedings, classroom feedback of the reviewed class, etc, with any other faculty or staff member.
- 3.3.5. After the evaluation, the Peer Review Team will submit the evaluation to the chairperson.

3.4. Process and Feedback

- 3.4.1. The coordinator will submit all the reports to the chairperson at the start of Week 8.
- 3.4.2. The Dean/ chairperson may discuss the evaluations with the reviewed faculty/ course coordinators for recommended interventions.
- 3.4.3. All forms will be in the custody of the chairperson in their office.
- 3.4.4. Data will be retained for at least three years.

3.5. Forms

- 3.5.1. Teaching Peer Review Form



3.5.2. Peer Review Consent Form- Instructor

3.5.3. Peer Review Consent Form- Reviewers

3.6. Use of Classroom Observation Data

3.6.1. Classroom observation data will be used for the following purposes:

3.6.2. To provide feedback to teachers on their practice and help them identify areas for improvement.

3.6.3. To support the professional development of teachers.

3.6.4. To identify and address any systemic challenges to teaching and learning.

3.6.5. To inform decision-making about teaching and learning programs and initiatives.

3.7. Confidentiality

3.7.1. All classroom observation data will be treated as confidential. Only authorized personnel will have access to this data.

3.8. Responsibilities

3.8.1. The following individuals have the following responsibilities related to classroom observation:

3.8.2. **Department Coordinators** are responsible for identifying classes for peer evaluation, disbursing and collecting consent forms and providing the Peer Team with the course outline and the Peer Evaluation Form.

3.8.3. **Heads of Department** assign peer review teams, submit evaluation reports to the Dean/ Chairperson, and discuss evaluations with reviewed faculty/ course coordinators.

3.8.4. **Dean/Chairperson** is responsible for discussing evaluations with reviewed faculty/ course coordinators, retaining all forms in their office, and retaining data for at least three years.

3.8.5. **Peer Review Teams** are responsible for visiting assigned classes, filling out relevant sections of the Peer Evaluation Form, and submitting the evaluation to the chairperson.

4. Conclusion

4.1. This policy is intended to create a supportive and collaborative environment for classroom observation. By providing feedback and opportunities for professional development, classroom observation can help to enhance the quality of teaching and learning at UITU.

Teaching Peer Review Form

To be filled individually by each reviewer

This is peer-teacher observation to assess a portfolio of information about an instructor's teaching. The purpose is to provide an assessment to improve teaching practice and quality feedback to the instructor regarding his/her teaching.

Peer Reviewer:		Instructor:	
Program		Class	
Semester	Spring/ Summer/ Fall	Course	
Date		Duration:	

S No:	Categories	Strongly Satisfied (5)	Satisfied (4)	Neutral (3)	Not Satisfied (2)	Strongly Not Satisfied (1)
	SUBJECT KNOWLEDGE					
1	Adhere to appropriate curriculum standards and integrate key content elements.					
2	Demonstrates accurate and current knowledge of the subject matter					
3	Demonstrates ability to link present content to real-world examples and applications.					
	INSTRUCTIONAL PLANNING					
3	Clear Statement of learning goals					
4	A logical sequence of topics					
	INSTRUCTIONAL MATERIALS					
5	Contents are challenging and rigorous and match course goals.					
6	Effective Audio/Video Material					
	TEACHER-STUDENT INTERACTION					
7	Engages students in active learning.					
	Communicates and presents material clearly, and checks for understanding.					
8	Encourage Students to ask questions and answers them effectively.					
	PROFESSIONALISM					
9	Maintains professional demeanor and behavior.					
10	Effective use of verbal and non-verbal communication to foster positive interactions and learning in the classroom.					

Total Score: ___/ 50

Remarks/ Areas of improvement (if any):

Peer Reviewer Signature



Peer Review Consent Form- Instructor

Form to be given by the Coordinator to the Faculty

Semester	2023 Fall	2024 Spring	2024 Summer
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You are invited to take part in teaching peer review aimed at improving and providing feedback on the learning process in the class. The reviewer will assess the instructor's content delivery, class organization, teaching material, teacher-student interaction, and student participation in the procedure.

I, _____ agree to take in teaching peer review process that will be conducted in any of my classes in Week 5, Week 6, Week 7.

Signature of the Instructor



Peer Review Consent Form- Reviewer

Form to be given by Coordinators to the Reviewers

Semester	Fall	Spring	Summer
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You are invited to take part in teaching peer review aimed to improve and provide feedback on the learning process in the class. The reviewer will assess the instructor's content delivery, class organization, teaching material, teacher-student interaction, and student participation in the procedure. The following consent is for both as a reviewer and as an instructor. In case you are considered as a reviewer,

We, Dr/ Mr/ Ms _____ and Dr/ Mr/ Ms _____ agree to be reviewers for the assigned course and class; take responsibility for reviewing given instructor as part of the peer-review process; and treat this process confidentially and with respect, and will not share any information without permission. Reviewers are responsible for observing class activities during instructor presence and providing feedback on the provided peer review form to the Program Manager, at the latest by the end of Week 08.

Signature of Reviewer 1

Signature of Reviewer 2

Signature of Program Manager