

**University of Massachusetts
Department of Music and Dance
Peer Teaching Observations
April 2018**

Peer-to-peer teaching observations are intended to provide constructive feedback to improve instruction.

Observations will be conducted at least once per year for all faculty. Senior faculty (associate professors, full professors, senior lecturers) will be observed by members of a teaching evaluation committee, five senior faculty members appointed by the Department Chair for one-year terms. Junior Faculty will be evaluated by members of their Mentoring Team, who will be senior faculty.

Peer teaching observations do not preclude the faculty member from seeking out other reviews (such as the MAP).

Observation reports will be shared with the Chair of the Department and will be added to departmental personnel files. Reports may be added to tenure and promotion files at a faculty member's discretion.

Process:

1. Pre-Observation

- Within the first three weeks of the semester the peer observer and faculty member will identify an observation date. Every effort should be made to conduct these observations before the last month of classes. In case of an emergency, teaching observations may be rescheduled by either the instructor or the peer observer.
- The faculty member will send the peer observer the course syllabus and information/context about the course, such as the topic for the class being observed, planned strategies for presenting the material and engaging the students, and the overall course goals and objectives, no later than one week prior to the observation.

2. Peer Observation

- A peer observation report will be completed after each class observation.
- The report might cover the following:
 - teaching style and presentation of information
 - pedagogical methods
 - techniques for engaging the students
 - overall pedagogical strengths
 - suggestions for areas of refinement
 - ways in which the observed class meeting contributed to the general goals and objectives of the course
 - ways in which the instructor drew upon student expertise and/or knowledge
- In the event that an observer sees anything that brings student, faculty, or campus safety and security into question, the peer observer will share the details of the concern with the department chair within 24 hours.
- If an instructor feels that the class observed was not a good representation of a normal or typical class, the instructor may request another observation.

3. Post-Observation

- The peer observer should provide the faculty member with a copy of the peer observation report and schedule a meeting to discuss the observation no later than two weeks after the observed class. The peer observer will share the final documents with the chair no later than two weeks after meeting with the faculty member.
- The meeting between the faculty member and the peer observer may include a conversation about teaching strategies, class structure and environment, successful elements of the class, and areas for refinement. The observation is focused primarily on pedagogy and delivery of instruction.
- If a faculty member is concerned with the quality or content of feedback received in the course of an observation, the faculty member may request another observation by a different party. All additional observation requests must be approved by the Department Chair.