**FORM 1 – Peer Observation: Probationary Lecturer's Pre-Session Form**

The purpose of this activity is developmental. Your peer observer needs the information below before the peer observation process.

Name of Probationer:

Date of Session:

Type of Session: lecture / seminar / tutorial / laboratory / clinical teaching / other (specify)

Topic and year:

1. My objectives for the session (both for me, as a lecturer, and for the students as learners):

2. Areas on which I would welcome some feedback:

3. Other constraints or issues useful for the peer observer to note:

**FORM 2 – Peer Observer’s Feedback to Probationer**

*Information for the peer observer completing this form:* The purpose of this activity is developmental for the probationary lecturer whom you are observing. The probationer will have sent you information about the teaching session (Form 1 or an email equivalent). Please read that information and clarify any obscure points. During the session, concentrate on observing the probationer, students’ reactions and interactions with any teaching assistants, technicians or others involved. After the session, complete this form (Form 2) and discuss it with the probationer. If a discussion immediately after the session is not possible, you are expected to send the completed form to the probationer within 24 hours and hold a follow-up meeting within a week.

Name of Peer Observer:

Name of Probationer:

Date of Session:

Type of Session: lecture / seminar / tutorial / laboratory / other

Topic and year:

1. What, in your opinion, went well in the session? Why?

2. What, in your opinion, could be improved or developed? How?

3. Please comment on areas in which the lecturer invited feedback.

4. Any other comments or suggestions.

**FORM 3 – Plan of Action Resulting from Being Observed**

1. What did you feel were the most important points to emerge from the peer observation?

2. What changes will you make as a result of the observation:

(a) to this particular session?

(b) to your teaching more generally?

3. Any other comments, ideas or suggestions