**Department of Mathematics**

**Peer Review of Teaching**

**Notes and Guidance**

Pairs should contact each other to determine the most appropriate class for observation and to agree the date and time. Before the observed classes you should share the following:

* the learning objectives of the class,
* how the lecturer will deliver the class;
* the type of students;
* how the session relates to the rest of the course;
* any constraints because of the room or equipment;
* where the observer will sit.

During the class, the observer should write comments based on the checklist below. The whole class should be attended and the report form filled in during the session or immediately afterwards.

The observer should seek to be constructive in any criticism and to give

praise where this is due.

After the class, the observer should meet with the lecturer to discuss the report and make any suggestions. The lecturer should complete the report form with any comments and email the report to Louise Walker.

**School of Mathematics**

**Peer Review of Teaching**

**Observation of Teaching Checklist**

**OBJECTIVES** clear and appropriate learning objectives? achieved?

**PLANNING AND ORGANIZATION** well planned? structure and purpose of session outlined to students?

**CONTEXT** material linked to previous sessions or other parts of the course?

**STRUCTURE** well-organized teaching material? key points emphasised?

**LEVEL**  appropriate for the majority of students or too easy/difficult? likely points of difficulty given attention?

**CLARITY** lecturer could be heard clearly by all students? visual material easy to read?

**EXPLANATIONS** clear and accurate?

**TIMING** appropriate pace of material? not too much or too little material? lecturer kept to time?

**USE OF EXAMPLES** relevant to students? help students to grasp key points?

**USE OF RESOURCES** appropriate use of board, visualiser, slides and other visual aids? the facilities in the room are adequate?

**ENTHUSIASM** lively and enthusiastic presentation? variety in the class? students' interest sustained or enhanced?

**INTERACTION** eye-contact with students? any questions to or from the students? any activities for the students during the class? students' attention maintained?

**Department of Mathematics**

**Peer Review of Teaching – Report Form**

Name of lecturer: Name of observer:

Course unit: Date:

Comment below on the strengths and weaknesses of the session in relation to the points on the checklist. In particular to what extent were the objectives of the class achieved?

Comments by the lecturer following the meeting after the class.

The completed form should be sent to Louise Walker (louise.walker@manchester.ac.uk).