Document Q3.6

OBSERVATION OF TEACHING POLICY

Approved by Academic Board – 20 May 2015

Publication Date: 5 March 2020

Amendments Made: 26 March 2020

Next Review: November 2020
Observation of Teaching Policy

1 The University of Law’s Observation of Teaching Policy has been informed by the Quality Assurance Agency’s Quality Code for Higher Education, specifically the Advice and Guidance on Learning and Teaching. The QAA’s Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities are assured and enhanced. This policy sits within the University of Law’s Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of the University of Law and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the code.

Introduction

2 This document sets out the policy for the observation of teaching at the University of Law and is supported by a number of protocols. This policy applies to all those who teach or facilitate student learning.

Responsibility for this policy

3 Ultimate responsibility for the development of clear and effective processes and procedures associated with the maintenance of standards and quality assurance of academic provision and overseeing their application lies with the Academic Board.

Expectation

4 The University expects all those who teach or facilitate student learning to participate in a teaching observation at least once every year. Details of the schemes operated are found in the supporting protocols.

Key Aims and Principles

5 This policy intends to reflect the evolution of practice on Campuses with regard to collaborative practice, to encourage the enhancement of our teaching and to support innovation and change where appropriate. It should enable the sharing of good practice and allow open discussion and debate. Teaching observation should support the professional development of teaching staff and ultimately lead to enhancement of the student learning experience.

5.1 The core features of teaching observation are
   • to involve staff in appropriate dialogue and discussion about teaching
   • to encourage reflective practice and constructive feedback
   • to encourage staff engagement
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- to enable the sharing of good practice
- to link to existing quality enhancement systems
- to ensure appropriate confidentiality in order to ensure full and open participation.

Procedural Approach

6 Teaching observation is the observation of a teaching session, or part thereof, such as a lecture or workshop (or other formal student learning opportunity, as appropriate) by a colleague. It includes review of any supporting resources such as online and class-based materials.

6.1 The outcomes of any teaching observation can be used as supporting evidence for promotion, teaching awards and other titles such as Associate Professor and Professor.

6.2 Each Campus will be responsible for maintaining a schedule for annual teaching observation and for recording and reporting that this requirement has been fulfilled.

6.3 Protocols to support the planning, undertaking, providing feedback and responding to the outcomes of an observation accompany this policy and are regularly reviewed.

Responsibility for the provision

7 Responsibility for giving effect to the Observation of Teaching Policy of the University is shared across all staff and functions, both individually and collectively, of the University.

Monitoring and review of the provision

8 Responsibility for reviewing and evaluating the effectiveness of the Observation of Teaching Policy lies initially with the Academic Enhancement Committee. Formal responsibility for monitoring and evaluation of this provision lies with the Academic Board.
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Date for next review:

November 2020

Version history:

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<td>18 March 2015</td>
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