

Appendix 3 - Departmental Summary Report

Name of Department/Subject Area

Date of Observation Period

Observers (where this is not the whole department)

Number and type of sessions observed

General Response to the observation of teaching exercise

Comment on response of staff to the peer-observation, any difficulties that were encountered, any areas of work not covered, whether feedback was always given

Summary Comments on learning and teaching in the department/subject area Comment on overall quality of sessions observed, qualities of staff and students, quality of the students' educational experience. Identify any particular characteristics of the student profile that influence learning and teaching.

Timing of sessions, punctuality and attendance.

Organisation and planning; pacing of teaching overall; response of students; student participation.

Range of learning experiences observed; is there too much reliance on particular types of teaching?

Use of learning technologies and learning resources. How well integrated are these into teaching session?

Quality of accommodation overall - identify any particular rooms, labs or studios that give rise to concern.

Overall impression of staff responsiveness to students' learning needs, their enthusiasm, subject expertise and commitment.

Areas that need further consideration by the department

Identify here any matters of concern which emerged from the peer observation of teaching and indicate where improvements are required.

Do not identify individuals but consider the issues to which staff need to give further consideration.

Actions to be taken by the department

Action	date to be achieved

Actions by any others

Identify any other issues which require a response by anybody outside the department.
Identify staff development needs.