

Faculty of Business Studies & Finance

Procedure Manual

Peer Evaluation

**Faculty Quality Assurance Cell
Faculty of Business Studies & Finance
Wayamba University of Sri Lanka**

Introduction

The main objective of peer evaluation is to actively improve the effectiveness and quality of teaching in the undergraduate academic program. This is a practice where a colleague of a lecturer observes him/her in the act of teaching in order to provide constructive feedback with the sheer intention of assisting the lecturer in question to improve and enhance the quality of his/her teaching. Peer evaluation would complement the practice of obtaining student feedback so that the lecturer has another reliable source of information regarding the quality of his/her teaching and also suggestions of how it could be improved. In order to improve the quality of teaching and the students' learning experience, the Faculty requires all the lecturers to obtain formal peer evaluation on a regular basis.

Our main purposes in implementing peer evaluation are:

- to enhance the students' experience of learning and teaching.
- to contribute to monitoring and reviewing of quality and standards of undergraduate programmes.

Other objectives include:

- Instigating general teaching improvements.
- Finding out what worked well and what did not and ways in which it might be improved next time.
- Identifying good practices.

General Principles

- Peer Evaluation should be collected for each lecturer as follow,

Professor	One time per two academic years
Senior Lecturer	One time per academic year
Lecturer	One time per academic year
Lecturer (Probationary)	One time per academic year
Lecturer (Temporary)	One time per semester

- Peer observation should be systematic, taken seriously and respectful at all times of the rights of the lecturer.
- Outcomes of peer evaluation should be conveyed to the lecturer being observed.
- Head of the Department is responsible for the collecting of the peer evaluation.
- Faculty Teaching and Learning Committee is responsible for evaluating the Peer Evaluations employing Faculty administrators (CAA).
- Peer observation should be repeated in order to gain the benefits of feedback and action plans generated.

Specific Guidance

1. The institution should provide information to lecturers regarding the purpose and outcomes of peer observation over time.
2. Peer evaluation should be conducted in the last three weeks of the semester.
3. Each lecturer should be given a unique cord for the purpose of evaluation.
4. Each Lecturer should be evaluated by at least two Peers as follows.

Professor	At least by one professor and one senior lecturer (With PhD Qualification)
Senior Lecturer	At least by two Senior Lecturers
Lecturer	At least by two Senior Lecturers or Lecturers
Lecturer (Probationary)	At least by two Lecturers or Lecturers (Probationary)
Lecturer (Temporary)	At least by two Lecturers (Probationary)

5. Feedbacks can be collected manually.
6. Peers should take at least 20 minutes to observe the lecturer.
7. Peer evaluation forms should be completed anonymously.

8. For each lecturer, the data from the completed questionnaires should be summarized in a 'Summary and Response' document which is made readily available to peers.
9. The results of the peer evaluation form should only be made available to the lecturer who is observed, and the Head of Department and the Dean (those in a position to affect change and to influence the individual's subsequent behaviour by offering additional support, praise, encouragement for promotion, etc.)

Method

1. All Lecturers should be evaluated using the approved questionnaire (Annexure 01). Peer evaluation should be conducted centrally by the Dean's office of the respective faculties during the last three (3) weeks of the semester for the relevant lecturers based on their designation. The Dean, in consultation with the Heads of Departments and/or Teaching-Learning Committee of the Faculty should assign an officer for this purpose. She/he coordinates with all the Heads of the departments and conducts the evaluations.
2. The threshold for including staff members in peer evaluation is the designation and the frequency of evaluation is also based on the designation.
3. Data analysis will be performed by the Dean's Office and the feedback will be given to respective lecturers individually with the authorization of the Dean and the Head of the Department.

Reporting

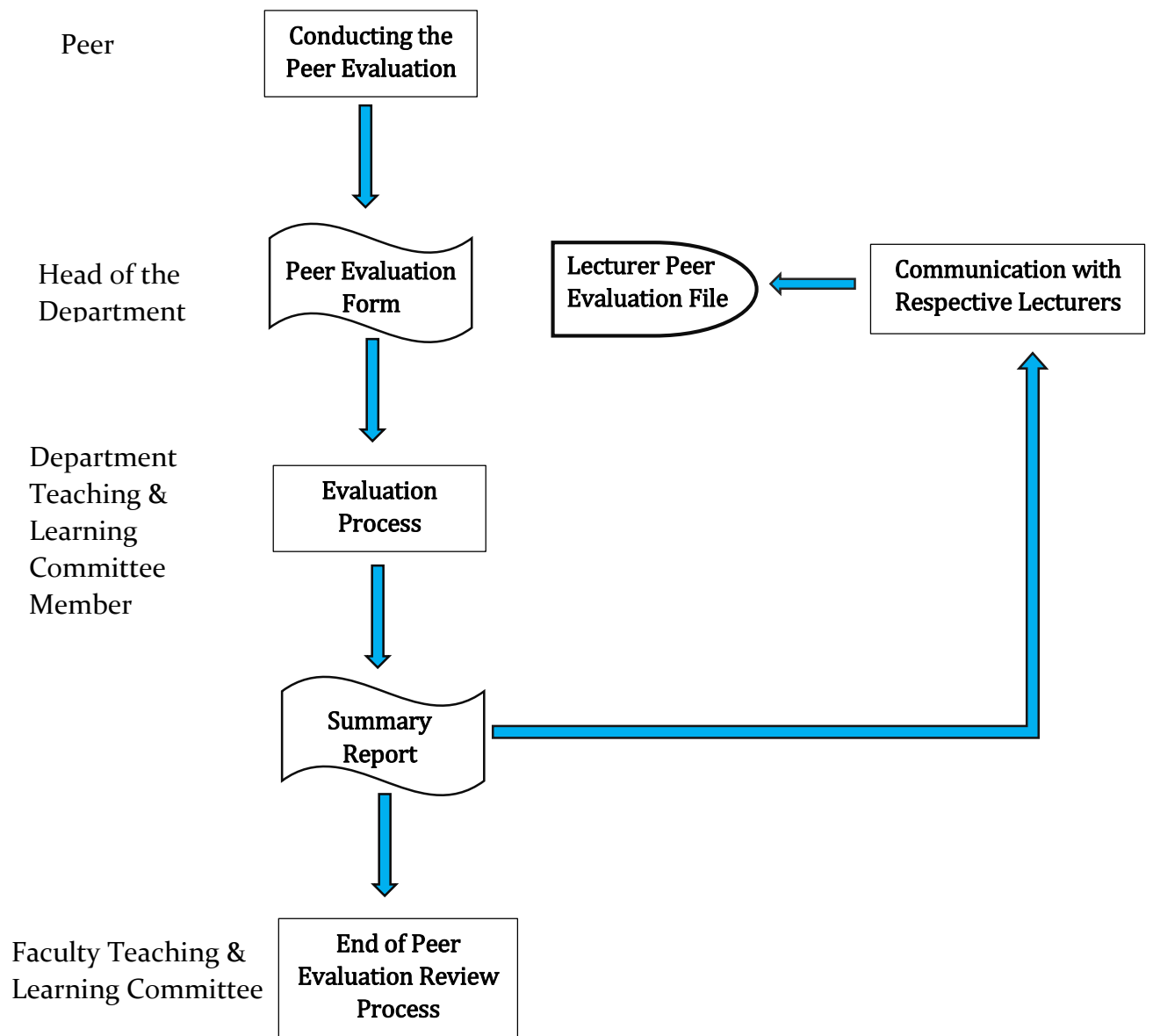
Processed results should be discussed only with the respective lecturer by the Head of the Department to look at themes and trends and to consider any changes that might be appropriate in the light of the survey outcomes. The Head of Department must ensure that the outcomes of evaluation are considered as part of the Annual Evaluation of Lecturers.

Confidentiality

1. Responses will be anonymous and results will be treated confidentially.
2. Evaluation is carried out within departments or by a central unit attached to the Dean's Office.
3. Evaluation questionnaires include questions about the quality of teaching, assessment and feedback. A particular attention should be given to maintaining the confidentiality of data relating to the quality of teaching by individuals.
4. The Dean / Head of Department should ensure teaching staff are aware of how the data collected through peer evaluation will be reviewed.
5. Raw data Peers' responses to questionnaires represent raw data which should be confidential between the individual member(s) and the Head of the Department on a respective lecturer.
6. Processed data - Processed data, such as reports written about the outcomes of Evaluation, should be communicated to the respective lecturer. Such reports are need to be confidential and should be stored properly.

Monitoring

1. The Faculty Teaching and Learning Committee will receive reports on the peer evaluation annually.
2. The questionnaire is reviewed annually by the Teaching and Learning Committee to consider the optional/additional questions used by departments in order to discard unused questions and to include new questions.



Annexure 01:



Faculty of Business Studies & Finance Wayamba University of Sri Lanka Peer Evaluation Form

Course	
Level & the semester	
Designation of the <u>observer</u>	Professor / Senior lecturer / Lecturer / Lecturer(Probationary)
Name of the <u>observer</u>	
Designation of the observee	Professor / Senior lecturer / Lecturer / Lecturer(Probationary) / Lecturer (Temporary)
Name of the observee	
Number of students present	
Date & time	

Respond to each of the statements below by circling the number which most closely corresponds to your observation. Your genuine evaluation is highly appreciated and this feedback will be kept strictly confidential.

- 5 = Excellent
- 4 = Very Satisfactory
- 3 = Satisfactory
- 2 = Needs Improvements
- 1 = Poor
- NA = Not Applicable

Serial number	Evaluation Criteria	Responses					
		5	4	3	2	1	NA
01	Explains the learning outcomes of the lesson.	5	4	3	2	1	NA
02	Links the lecture to the previous lesson.	5	4	3	2	1	NA
03	Communicates ideas and concepts clearly.	5	4	3	2	1	NA
04	Explains the matters in an interesting manner.	5	4	3	2	1	NA
05	Uses clear and simple examples.	5	4	3	2	1	NA
06	Uses alternative explanations when necessary.	5	4	3	2	1	NA
07	Reduces the word flow when ideas are complex and difficult.	5	4	3	2	1	NA
08	Speaks clearly and audibly.	5	4	3	2	1	NA
09	Manages the pace of speech properly.	5	4	3	2	1	NA
10	Maintains eye contact with the class.	5	4	3	2	1	NA
11	Periodically summarises the most important ideas in the lecture.	5	4	3	2	1	NA
12	Encourages student questions and contributions.	5	4	3	2	1	NA
13	Listens carefully to student comments and questions.	5	4	3	2	1	NA
14	Solves or otherwise deals with any problems deliberately raised during the lecture.	5	4	3	2	1	NA
15	Restates what students are expected to gain from the lecture material.	5	4	3	2	1	NA
16	Demonstrates enthusiasm for subject matter.	5	4	3	2	1	NA
17	Uses teaching aids effectively.	5	4	3	2	1	NA
18	Conducts the lecture in well-organized manner.	5	4	3	2	1	NA

Other Comments if any;

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Thank you for your valued evaluation!

Faculty Quality Assurance Cell (FQAC) - Faculty of Business Studies & Finance gacbsf@wyb.ac.lk
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