

OBSERVATION OF TEACHING POLICY

The University of Law's Observation Of Teaching Policy has been informed by the Office for Students Sector-Recognized Standards and the General Ongoing Conditions of Registration and has regard to the UK Quality Code for Higher Education. These definitive reference points for all English higher education institutions set out how academic standards are established and maintained and how excellence in the quality of learning opportunities is assured.

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

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- to encourage staff engagement
- 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.

Version history:

Version	Amended by	Revision summary	Date
V1.0	Vice Provost, external and academic development		18 March 2015
V1.1	Vice Provost, external and academic development	Amend from 'peer' to policy plus supporting protocols	26 March 2015
V1.2	Vice Provost, external and academic development	Continued editing	30 April 2015
V1.3	Academic Board	Approval	20 May 2015
V1.4	Vice-Provost, Academic Enhancement	Amend Centre to Campus	1 November 2017
V1.5	Registry Officer	Change to coding convention	5 March 2020
V1.6	Senior Quality Officer	Further naming convention clarifications	26 March 2020
V1.6	Quality Assurance Team Leader	Extension to term of approval of 1 year.	10 October 2021