****

**Guidance for using the Observation of Teaching Form for Probation**

|  |
| --- |
| **Probation**  ***Who is observed?***   * Academic staff appointed to University of Worcester with a learning and teaching responsibility in their contract of employment.   ***How many observations?***   * Two observations of teaching are required during the probationary period.   ***Who observes and why?***   * Teaching Observations during a probationary period should be undertaken by a Head of Department, Deputy Head or Head of School.   ***Is training required?***   * Heads of Department, Deputy Heads or Heads of School must complete the University training on the use of the Observation of Teaching form.   ***Who completes the form?***   * The individual on probation completes Section A of the form prior to the observation and submits it to the observer. * Section B and the Probation Summary is completed by the Head of Department, Deputy Head or Head of School. * There is no requirement for every domain in Section B to be completed and comments within the form should reflect the teaching observed. * Observers will provide feedback to an observee following an observation. Time should be allowed for this when scheduling a teaching observation. Any further developmental needs identified in the feedback session should be added to the ‘Further support, actions or outcomes’ section of the form. * Observees should add their comments to the bottom of Section B following feedback.   ***What happens to the forms?***   * The two observation of teaching forms should be submitted to HR within 10 days of each teaching observation. |