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

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| **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.
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