

Guidelines on the Implementation of Peer Observation at I-Shou University

Adopted by the University Administration Council on November 21, 2018 and promulgated with the consent from the President dated on November 23, 2018

Amendments to Provision II adopted by the University Administration Council on June 19, 2019 and promulgated with the consent from the President dated on June 26, 2019

- I. The Guidelines on the Implementation of Peer Observation at I-Shou University (hereinafter referred to as “the Guidelines”) are made by I-Shou University (hereinafter referred to as “the University”) with the aim of ensuring an effective mechanism for learning quality assurance, achieving the goal of teaching demonstration and experience sharing, and improving the quality of both teaching and learning through direct observation of classroom teaching by model faculty members.
- II. Class sessions open for observation:
 1. Faculty members who have won the Distinguished Teaching Award at the university level are required to provide one course for observation in the following two semesters (one academic year in total), for two to three weeks every semester, in order to set a good example to other faculty members and to share their knowledge and experience to colleagues.
 2. Faculty members who offer an interdisciplinary co-teaching course are required to provide the course for observation in the same semester for two to three weeks, in order to facilitate teaching innovation in interdisciplinary environments and to improve teaching quality.
- III. Participants in peer observation (hereinafter referred to as “observers”):
 1. Faculty members who have taught full-time for the first time for less than two years shall participate in peer observation for two weeks every semester.
 2. Full-time faculty members who intend to sharpen their teaching skills may participate in peer observation.
- IV. The implementation of peer observation:
 1. At the beginning of every semester, the Center for Teaching and Learning Development of the Office of Academic Affairs (hereinafter referred to as “the Center”) collects information about courses and class sessions thereof that may be available for peer observation, and then forward such information to observers.

2. The Center conducts a survey on faculty members' intention to participate in peer observation, and make proper match between faculty members being observed and observers. Peer observation will begin after the approval from faculty members being observed has been obtained. In principle, up to five observers are allowed to participate in peer observation of one single course every week.

V. The procedure for peer observation:

1. Before observation: The Center invites faculty members being observed and observers to discuss learning objectives, the teaching process, the characteristics of the class(es) to be observed, and the focus for teaching.
2. During observation: Observers closely observe how the faculty member being observed teaches, manages his/her class, and interacts with students.
3. After observation: The Center invites faculty members being observed and observers to exchange their points of view to raise the teaching quality and assure learning quality.

VI. The Guidelines become effective in Academic Year 2019 after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.