


 <p style="text-align: center;">UNIVERSITY KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK</p> <p style="text-align: center;">PEER EVALUATION OF TEACHING</p>	Doc. No:	UniKL/RCMP-03
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<p>Prepared by:</p>  <p>Name: Dr Mahendran Sekar On behalf of Teaching-Assessment Committee UniKL RCMP Date: 04/09/2017</p>	<p>Approved by:</p>  <p>Name: YM Tengku Azlan Shah bin Tengku Mohamad Position: Deputy Dean Academic Date: 04/09/2017</p>
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	09 May 2014	Establishment	00	Dean, FPHS
2	01 July 2016	Review	01	Covering Dean, FPHS
3	01 July 2017	Amendment	02	DDA, FPHS
4	04 Sep 2017	Amendment	03	DDA

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1.0 OBJECTIVE

To provide a standard process of carrying out evaluation of teaching by peers and to serve as a tool to improve in teaching and learning process.

2.0 SCOPE

The scope of this procedure covers all programmes conducted at Faculty of Pharmacy & Health Sciences and Nursing Programme, Faculty of Medicine, UniKL, RCMP

3.0 REFERENCES

3.1 Guidelines to Good Practices: Curriculum Design and Delivery

4.0 DEFINITIONS/ABBREVIATIONS

DDA	: Deputy Dean (Academic)
HoC	: Head of Committee
HoP	: Head of Programme
TAC	: Teaching-Assessment Committee
UniKL	: Universiti Kuala Lumpur

5.0 RESPONSIBILITY

5.1 The DDA is responsible to ensure that this procedure is adhered to at faculty level.

5.2 HoP/HoC are responsible to ensure that this procedure is adhered to at Programme level.

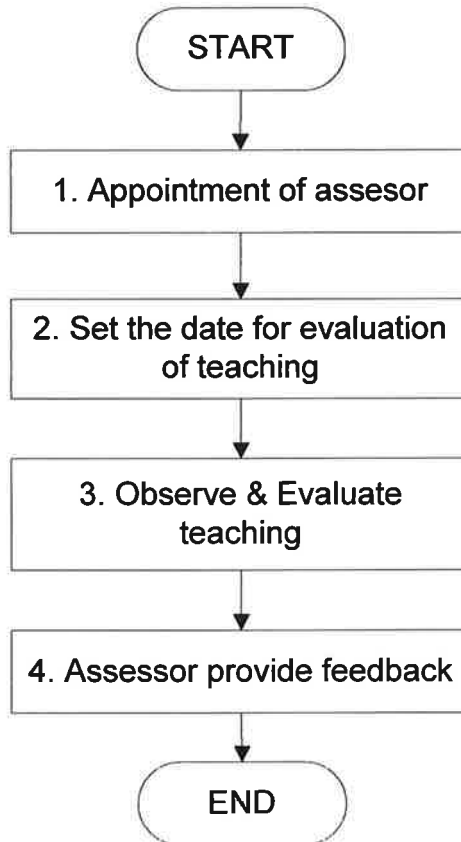
6.0 PROCEDURE


6.1 Refer to the process flow chart as in the next page.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document	Duration
1	Appointment of Assessor	TAC	Appointment Letter	By 2 nd week of new semester
2	Set the date for evaluation of teaching	Assessor	Peer Evaluation of Teaching Schedule	1 week before the date of evaluation
3	Observe & Evaluate Teaching	Assessor	Peer Evaluation of Teaching Report (UniKL/RCMP-03-01)	As scheduled
4	Assessor provide feedback	Assessor	Peer Evaluation of Teaching Report (UniKL/RCMP-03-01)	Within 1 week of the evaluation date

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8.0 RECORDS

No	Titles/Records	Location/Responsibility	Retention Period
1	Appointment letter	Programme/Committee	3 years
2	Peer Evaluation of teaching schedule	Programme/Committee	3 years
3	Peer Evaluation of Teaching Report (UniKL/RCMP-03-01)	Programme/Committee	3 years



**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK**

PEER TEACHING EVALUATION CHECKLIST

Teacher being assessed:	Date:
Assessor:	Time:

Mode of teaching:

- Lecture
- Clinical teaching
- Laboratory
- Tutorial
- Other, please specify

Level / category of learners:

- Diploma
- Undergraduate
- Postgraduate
- Other, please specify

Duration of session:

Location where session was held:

Topic of the session:

Direction:

Below is a list of teacher's behaviors that may occur within a given class or course. Some of these apply to lecture-based teaching and some to small group, laboratory or teaching rounds, etc. Please use it as a guide to making observations, not as a list of required characteristics. Only complete the sections for which you observed that designated the teaching mode.

Instruction:

Circle the number at the right that best represents your response. Use the comment space to provide more feedback or suggestions.

Indicator:

1 = Ineffective

2 = Poorly Effective

3 = Effective

4 = Very Effective

5 = Outstanding

NA = Not Applicable

CRITERIA FOR EVALUATION	1	2	3	4	5	NA
Clarity and Organization						
Clearly states purpose / objectives of the lesson						
Presents overview of lesson						
Relates lesson to previously covered material						
Presents material in a logical sequence						
Paces lesson appropriately						
Summarizes major points of lesson						
Effective Communication						
Projects voice clearly, with intonation; easily heard						
Establishes and maintains eye contact with the class						
Demonstrates and stimulates enthusiasm for the subject being taught						
Uses right questioning techniques						
Interaction with Learners						
Maintains learner attention						
Responds to nonverbal cues of confusion, boredom, and curiosity						
Encourage discussion and asks questions to monitor learner progress						
Responds to learner questions						
Exercises appropriate classroom control						
Content Knowledge and Relevance						
Relevant and appropriate to learners' level						
Current / updated material						
Demonstrates mastery of subject matter						

This is an additional section of the Teaching Evaluation for Small Group / Laboratory / Rounds

CRITERIA FOR EVALUATION	1	2	3	4	5	NA
Organization of Session						
Demonstrates advanced preparation for teaching session						
Explain organization to learners						
Explain learners' role						
Demonstrate task / procedure						
Facilitate discussion						
Responds to questions						
Encourage participation						
Ensure conducive learning environment						
Keep to the time allocated						
Summarize at end of session						

What are the teacher's major strengths as demonstrated in this observation?

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What suggestions do you have for improving upon this teacher's skills?

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Additional comments:

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Overall performance:

SATISFACTORY / UNSATISFACTORY

Assessor Name:

Signature :

Designation :

Date :

Self-evaluation:

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