**Workflow for the 3rd cycle of peer observation of teaching – FoM, UoP**

* Cycle commences on 01/01/2023
* Cycle closes on 31/12/2023
* Each staff member is requested to get one teaching/learning activity observed
* The staff member can select either a lecture or a clinical teaching session. The lecture can be one that is conducted face to face or could be a recorded/live version of an online lecture (Peer review of clinical teaching would be possible after the form is approved, the faculty would be updated on this)
* Two peer reviewers are to be identified by the relevant teacher
* The peer review pool will consist of the existing pool (from 2019) as well as the participants of the workshop held on 28/10/2022
* The relevant teacher needs to inform and get consent from the potential reviewers and forward them with the relevant form (soft or hard copy).
* The peer review process should follow the good practices of peer review and it is recommended to have a discussion prior to the review and after the review. This discussion could be through email or as a physical or a virtual meeting. The teacher could request particular areas to be reviewed and reviewers are encouraged to give specific comments tailored to the request of the teacher, in addition to the generic aspects evaluated in the prescribed format.
* The reviewers are kindly requested to give more qualitative feedback so that the teachers can use these comments for improvement
* Once the review is done, the reviewers are to send or two one copies of the form to the teacher.
* The teacher is requested to go through the comments, reflect and develop a plan of action to address any areas that may need improvement.
* One copy of each of the form, along with the teachers’ reflections are to be sent to the monitoring and evaluation committee (M&EC) for record keeping. This would be considered as confidential and content would not be read by the committee. This could be sent as a hard copy or emailed to the official email address of the M&EC (chairperson.mec@med.pdn.ac.lk).
* Heads of departments are requested to remind all staff to complete the 3rd cycle of peer review at their earliest convenience.
* Summaries of progress would be tabled at the meetings of the M&EC (only as % of staff who has completed the process).