



សាកលវិទ្យាល័យ ពុទ្ធិសាស្ត្រ
UNIVERSITY OF PUTHISAstra

Procedure Title: Teaching Observation

Prepared by:

Internal Quality Assurance (IQA) Unit	Department of Engagement & Partnerships	Signature: Date: 17/Mar/2025
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Approved by:

Prof. Ian Rouse	President and Vice-Chancellor	Signature: Date: 17/3/2025
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This procedure is for:

All teaching staff and faculties at the University of Puthisastra (UP)

The latest version of this procedure is available at:

UP's Google Drive: Policy and Procedure

Questions regarding this procedure should be directed to:

IQA Unit

SECTION 1: History of Revision

Created by	Version	Effective Date	Next Review	Level of Change (s)
Department of Engagement & Partnerships	Establishment	18 th March 2025	18 th March 2028	All

SECTION 2: Procedure Statement

This procedure provides clear guidance for conducting teaching observations, ensuring high-quality teaching standards, supporting professional development, and fostering continuous improvement in teaching practices across the University of Puthisastra (UP).

New lecturers (those who have taught at UP for less than one year) must be observed at least once per semester, while senior lecturers must be observed at least once per year.

Accountable/Responsible Officer	Role
Accountable Officer	IQA Unit
Responsible Officers	Quality Assurance Team, Deans, Heads of Faculties, Part-Time and Full-Time Lecturers

SECTION 4: Scope

This procedure applies to all teaching staff and faculties within the University of Puthisastra.

SECTION 5: Definitions

Teaching observation is the process of observing and evaluating teaching practices to provide constructive feedback and support professional development.

Observer refers to an individual responsible for conducting teaching observation and providing feedback and support for professional development. At UP, observers must be a dean, deputy dean, assistant dean, program coordinator, and IQA unit.

Observee is the teaching staff member whose class is being observed and who actively engages in the process by reflecting on their teaching practices and participating in post-observation discussions, fostering professional development and instructional improvement.

SECTION 6: Procedure Details

6.1. Pre-Teaching Observation

- 6.1.1 The observer must notify the observee (the teaching staff member) at least **one week before** the observation date.
- 6.1.2 The notification must include, but are not limited to, the purpose of the observation, the date and time of the observation, and the teaching observation form.
- 6.1.3 Observations may be scheduled during regular teaching hours to minimize disruption to the class.
- 6.1.4 The observer must share the teaching observation questionnaire with the observee.

6.2. During Teaching Observation

- 6.2.1 The observer must arrive at the classroom **10 minutes before the session begins** to familiarize themselves with the environment and setup.
- 6.2.2 During the observation, the observer must use the **teaching observation questionnaire** to assess the given criteria.
- 6.2.3 The observer must take **detailed notes** during the observation, focusing on positive points and areas for improvement.
- 6.2.4 The observer must not interfere during the process of teaching.
- 6.2.5 The observer must ensure that the comments are consistent with the quantitative data (rating scales).

6.3. Post-Observation Observation

- 6.3.1 The observer and observee will meet **within a week** of observation to discuss feedback and reflections.

- 6.3.2 The meeting may be scheduled at a mutually convenient time to ensure a constructive and unhurried discussion.
- 6.3.3 The meeting can be held either online or in person in a professional manner.
- 6.3.4 The observer may begin by highlighting **strengths** observed during the session, such as effective teaching strategies, positive student interactions, etc.
- 6.3.5 The observer may then provide **constructive feedback** on areas for improvement, offering specific suggestions and actionable recommendations.
- 6.3.6 After the discussion, both the observer and observee must sign the teaching observation form.

6.4. Storing, Reporting, and Submission of the Result

- 6.4.1 The teaching observation report must be stored securely for future references.
- 6.4.2 The report will also be used to inform annual performance reviews and professional development plans, as well as promotion, and determination of professorial rank.
- 6.4.3 Only the dean, deputy dean, program coordinator, and IQA team can have access to these teaching observation reports.
- 6.4.4 The information in the observation reports must not be shared with any other parties without the observee's consent and approval from the IQA Team.
- 6.4.5 All teaching observation results must be submitted to the IQAU within **one week** after the end of each semester/term.

SECTION 7: Form(s)

[Teaching observation questionnaire](#)

SECTION 8: Reference(s)

University of Puthisastra. (2025). *Internal Quality Assurance Policy*.

University of Puthisastra. (2025). *Internal Quality Assurance Procedure*. 



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Teaching Observation

Lecturer's Name		Faculty/Department	
Teaching status	Full-time / Part-time	Course	
Course Group		Academic Year	
		Semester	

Rating scale: 1 = Strongly disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly agree

No	Key criteria	Contents	1	2	3	4	5
1	1. Teaching preparation	The lecturer prepares the teaching materials before starting the class.					
2		The lecturer follows the given teaching schedule.					
3		The lecturer follows the teaching course syllabus given by the faculty.					
4		The lecturer arrives and starts the class on time.					
5		The lecturer arranges the students to sit properly.					
6	2. Pedagogy	The lecturer provides clear instruction with practical examples and simple words.					
7		The lecturer uses a variety of teaching activities to promote engagement, critical thinking, collaboration, communication, and autonomy.					
8		The lecturer adapts instruction to meet diverse learning styles while ensuring clear objectives and guidance for each lesson.					
9		The lecturer holds students' attention throughout the session.					
10		The lecturer treats students equally.					
11		The lecturer creates a positive, inclusive, and safe classroom learning environment.					
12		The lecturer conducts a variety of assessment methods to measure his/her students' learning progress.					
13		The lecturer assesses students' learning performance in accordance with lesson and course learning outcomes.					
14		The lecturer corrects and offers constructive feedback to students in a timely and professional manner.					
15	3. Content knowledge	The lecturer is knowledgeable in the subject/course he/she has taught.					
16		The lecturer demonstrates up-to-date knowledge and skills about the subject matter.					
17		The lecturer demonstrates relevant experience in the subject/course he/she has taught by giving real-world examples.					
18		The lecturer can answer the students' questions with clear explanations and enthusiasm.					

19	4. Use of technology	The lecturer uses technological tools, such as Canva, Kahoot, Menti, Wordwall, Quizizz..., excluding PowerPoint and UPOP, to promote classroom interaction.					
20	5. Teaching motivation and professionalism	The lecturer looks enthusiastic and happy while teaching the students.					
21		The lecturer demonstrates good leadership skills such as being a role model, solving students' problems, and getting students inclusively engaged in the classroom.					
22		The lecturer dresses and acts professionally in the teaching session.					
23	6. University engagement and support	The lecturer is involved in course syllabus review and development.					
24		The lecturer offers useful inputs to faculty to foster the quality of academic policy development and implementation.					
25		The lecturer collaborates with other lecturers and faculty members to share knowledge, skills, experiences, coursebooks, and other teaching and learning materials.					
26		The lecturer joins university events such as meetings, teaching and learning conferences, internal training, workshops, etc. ¹					

Comments:

Suggestions:

Phnom Penh,,,

Signature

Full Name: _____

¹ In section 6, university engagement and support, the observer rates the observee based on the general performance (not during the observation).