

## **ESTONIAN MILITARY ACADEMY PEER OBSERVATION OF TEACHING**

### **1. General Provisions**

The EMA programme for peer observation of teaching takes guidance from the Academy's internal quality assurance guidelines, the competence model of teaching staff, and other regulations governing the quality of the EMA's teaching staff and academic studies. This peer observation programme constitutes an integral part of the Academy's overall quality assurance system.

### **2. Terms and Definitions**

- teaching session – observed lecture, seminar, field exercise, etc.
- observee – a member of the teaching staff whose teaching session is observed by a colleague
- observer – a member of the teaching staff who observes a colleague's teaching session

### **3. Objective and Organisation of Peer Observation**

1. The EMA's peer observation programme aims to support:
  - a. the professional development of EMA's teaching staff (incl. methodological activities);
  - b. the development of teaching practices via peer-to-peer sharing of insights;
  - c. the development of collegial cooperation among the teaching staff, while also enhancing the integration of subjects.
2. The programme is open to all members of the EMA teaching staff regardless of their workload.
3. Taking part in the programme is one of the core duties of EMA teaching staff and constitutes an integral part of their workload.
4. All members of the teaching staff shall partake in peer observation at least once per academic year both as an observer and as the observee. The observation shall be followed by a discussion.
5. The peer observation is organised on the basis of a list/schedule prepared for the entire academic year, giving observees a chance to freely choose whom they wish to observe. The list is public and is available via the EDF's online collaboration platform Sharepoint.
6. In order to enhance integration and broaden learning experiences, the observation process should include teaching staff from different departments, modules, or groups.
7. The time and place of peer observation is subject to agreement by the parties concerned.
8. Prior to peer observation, the observer needs to acquire an overview of the subject course in question (holistic view) and the teaching session they plan to observe (to prepare questions).
9. The time and place of the post-observation discussion is subject to agreement between the parties concerned.
10. All feedback relayed in the course of peer observation serve as recommendations.
11. After the observation has taken place, the observer shall register the date of the observation in the respective list/schedule.
12. The EMA Head of Didactics Development shall be responsible for providing summary overviews of peer observation conducted over the course of the academic year no later than at the first peer seminar held at the start of the new academic year.