



**Cover Page for Brief Description and Content  
of the Following Arabic Document**

**Document Title**

***PEER-REVIEW PROGRAM***

**Brief Description**

**This document includes details of the peer-review program and a questionnaire for satisfaction of the faculty about it**



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

داخلي: 63010

تاريخ الإنشاء: 1442/08/15

تاريخ الإرسال: 1442/08/15

المرفقات: بدون

رمز الجهة: 033



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

رؤية  
2030  
المملكة العربية السعودية  
KINGDOM OF SAUDI ARABIA



المملكة العربية السعودية  
وزارة التعليم  
جامعة الأميرة نورة بنت عبد الرحمن  
كلية الطب

## تعميم

**سعادة وكلاء الكلية ورؤساء الأقسام العلمية وأعضاء هيئة التدريس حظهم الله**

**السلام عليكم ورحمة الله وبركاته وبعد :-**

فأسأل الله لكم المزيد من عونه وتوفيقه تحقيقاً لنظام ضمان الجودة المستدامة للكلية يسرنا بكلية  
قسم أمراض النساء والولادة  
الطب ممثلة في وحدة الجودة والاعتماد الاكاديمي أن نقدم لكم السياسة الخاصة بتحكيم الزميل لزميله  
Peer Review لما لهذه العملية من اثر ايجابي مباشر على العملية التعليمية وجودتها .

شاكرين لكم حسن تعاونكم والله يحفظكم ويرعاكم ،،،

**عميد كلية الطب**

**المشرف العام على الخدمات الطبية**

**د. طارق بن عبدالرحمن العسبلي**

قسم أمراض النساء والولادة

<b>Policy Title:</b>		<b>Code:</b>
<b>Peer Review</b>		
<b>Statement of the Purpose</b>	To assist the faculty staff in the development of strategies to continually enhance the quality of teaching at IMSIU College Of Medicine.	
<b>Policy</b>	<ol style="list-style-type: none"> <li>1. Each faculty member has to undergo the process of peer observation to know their strengths and weaknesses to improve the quality of teaching.</li> <li>2. The peer observation reports aim to improve the faculty performance and maintain the standards of teaching in the college.</li> <li>3. This is applicable for the lectures as well as lab and clinical sessions for clinical rotations.</li> <li>4. Following the peer observation, the faculty will be given a feedback focusing on the teaching behaviors and practices. This will include the faculty's strengths, weaknesses and areas of improvement.</li> <li>5. The HODs will review the report and provide his/her feedback to the faculty if it's required.</li> </ol>	
<b>Procedure</b>	<ol style="list-style-type: none"> <li>1. The peer review team needs to plan a schedule for visiting classes and evaluating the faculty.</li> <li>2. A peer review form, which includes special criteria, must be announced prior to the review.</li> <li>3. The evaluated faculty should know that the peer review team intention is to evaluate the quality of teaching of the faculty and student interactions not to negatively criticizing him/her.</li> <li>4. The peer review team should be unbiased and document the findings as observed.</li> <li>5. The reviewers should stay more than 50% of class time to objectively evaluate quality of teaching and student interaction.</li> <li>6. Review visit will be conducted for faculty who are considered to have unsatisfactory level of performance in the first visit.</li> </ol>	

**Responsibilities**

**Peer review team members:**

**1. The peer review team:**

- The peer review committee members will be voted by the Permanent Quality Committee, the reviewer should be a senior faculty staff, Associate or assistant professors, with good Academic experience.
- Quality team representatives should be part of the committee (at least two members).
- The Head of the committee will be voted to, by the committee members Annually, at the beginning of each academic year.
- The head of the committee will refer to the head of central quality unit, following up and closing the loop annually is mandatory.

**2. HOD: Reviews the peer review reports and provides the faculty a feedback if it is required.**

قسم أمراض النساء والولادة

**Central Quality Unit**

قسم أمراض النساء والولادة

2021-2020

**Peer Review Team**

**Head Of the Team**

To assist the faculty staff in the development of strategies to continually enhance the quality of teaching at IMSIU College Of Medicine.

**Team members**

**Reviewers:**

1. Prof.Khalid Abdulrahman
2. Prof .Abdulaziz Al Qabba
3. Dr.Waleed Al Rashid
4. Dr. Saad Al Telhab
5. Dr.Fahad Al Ateeq
6. Dr.Abdullah Khoja
7. Dr.Osama Al Khamees
8. Dr. Abdulaziz Al Rujaei
9. Dr.Turki Bin Mahfouth
10. Dr.Saif Ahmad
11. Dr.Alexandar Khatir
12. Dr. Hasan al shehri
13. Dr.Azzam Al Otaibi
14. Dr.Eman Hajar
15. Dr.Amr Arkubi

**Quality Team Members:**

1. Dr.Kholoud Sandougah
2. Dr.Eman Al Kurdi
3. Dr.sara Al Mazeedi
4. Dr.Yousef Al-Ammari
5. Mr.Abdullah Al Enazi.



## PEER TEACHING EVALUATION FORM

Evaluation of :  
Date:

Reviewer:

✓ I have observed the candidate teaching in the following settings:

Didactic lecture course / laboratory course.	
Clinical teaching / case studies/ clinical education.	
Informal seminars	
Research forums/meetings	
Tutorials/small group discussions	
Other:	

✓ Please evaluate the instructor/teacher for effectiveness/applicability in the following categories using a scale from “1” to “5” (“1” being completely ineffective, “5” being most effective), answer “N/A” if you have not observed or are not aware of the individual’s performance in any given category.

	N/A	1	2	3	4	5	Notes(If Any)
Delivers well-structured presentations							
Provides clear-to-understand material / presentations							
Delivers presentations in clear English.							
Proceeds from simple to complex information							
Utilizes principle of previous knowledge of the students							
Answers questions in a manner which facilitates learning							
Is able to convey knowledge in a clear and organized manner							
Uses visual aids and/or handouts well							
Is an enthusiastic and motivating teacher							
Is knowledgeable in the field being taught							
Involves students in probing the reasoning process							
Allows student participation in the learning process							
Encourages student’s critical appraisal of information presented							
Meets the learning objectives of the lecture/training session.							

Has set times to meet with students after lectures(Office Hours)							
Is able to train in clinical skills / present clinical case studies							
Is able to effectively train research students							
Provides timely feedback to student continuous assessment							
Is actively involved in faculty continuous development efforts							

Overall assessment of teaching/instructional abilities (1 to 5) \_\_\_\_\_( \_\_\_\_%)

Comments / suggestions to improve (specifically if any parameters are less than 3):

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Signature (s) of peer evaluator:

1) \_\_\_\_\_

2) \_\_\_\_\_

Name(s) of peer evaluator:

1) \_\_\_\_\_

2) \_\_\_\_\_

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