

Summative Peer Review of Educational Practice

The Summative Peer Review Process

Step 1: Prepare for the Review

Be familiar with the Peer Review of Educational Practice Report Templates, Guidelines and documents. Available @ <https://www.csu.edu.au/division/learning-and-teaching/home/teaching-staff/peer-review>

Step 2: Pre-Review Meeting

Organise a meeting with the Reviewee to establish rapport, create a safe environment and discuss:

- How the review of practice assists to build the case for promotion – which type of Peer Review is most suitable – Teaching Practice, Subject Design, Course Leadership and Design
- For all types of Peer Review Reports, discuss the Dimensions or Criteria selected by the Reviewee
- If it's Teaching Practice (Observation of Teaching), for example:
 - Context: f2f teaching - where will you sit? Will you interact with the students? Will the students know why you are there? How long will you stay?
 - What are the Dimensions selected by the Reviewee?
 - The nature, outcomes, strategies of the learning activity to be observed, a teaching plan that outlines what you will be observing
 - Further information relating to the nature of the student cohort and the context of the learning activity in the subject/course (lecture/tutorial/lab/workshop/online meeting) with the broader subject & course

Step 3: Undertake the Review

- **Teaching Observation:** Observe at least 45 minutes of a teaching session – which section of a learning activity to be observed can be discussed in the initial meeting
- **Subject Design:** Review the evidence relating to subject design that is provided by the Reviewee
- **Course Leadership & Design:** Review the evidence of leadership teams in course design

Step 4: Complete the Report within two weeks of conducting the Review

- Complete the summative review report by checking the relevant scales and providing clarifying comments as to how the Reviewee meets the selected “Dimensions of Learning and Teaching” and Criteria
- The Peer Reviewer signs, dates and emails the completed report to PeerReview@csu.edu.au with a copy to the Reviewee.

Step 5: Post-Review Meeting (Optional)

- Arrange a post-review meeting with the Reviewee to discuss the report
- Invite the Reviewee to identify the positives and challenges drawn from the review experience
- Offer your observations: What was the evidence presented? Start with a positive statement and encourage a supportive dialogue



Summative Peer Review of Educational Practice Report

Writing a Peer Review Report - Tips & Hints

Three Guiding Rules:

<i>Always remember the Review is...</i>	
Independent	Unsolicited, the Reviewer is assigned by Division of Learning and Teaching (DLT)
Unbiased	Measures are taken to ensure your Report is factual, and not influenced by professional relationships
Objective	Comment on the Dimensions selected by the Reviewee and focus only on the evidence presented

Guiding Tips for Peer Reviewers:

<i>In your role as Reviewer...</i>	
Be the 'eyes' and 'ears' of the Promotion Panel	What do you see and/or hear that evidences the quality of practice? You are acting on behalf of the Promotion Panel
Be objective	Prepare your Report based ONLY on what appears before you – the recording of online teaching, the chat box script, a power point, the subject Interact2 site, the teacher in action in a class
Do not advise	Do not provide advice
Be concise	Clearly and explicitly record the facts of your observations +/- 50-80 words per Criterion or Dimension provides the Promotion Panel with adequate commentary
Stick to the selected Criteria/Dimensions	Focus your comments on the selected Criteria or Dimensions
Evidence your comments	Be specific: What is at least ONE example you observed?
FINAL & NOT NEGOTIABLE	Report is final and not negotiable. Ensure the Reviewee understands this
Email signed and dated Peer Review Report to PeerReview@csu.edu.au	The Reviewee is aware that the Report is sent directly to DLT to forward on to HR If the Reviewee wishes not to include the Report in their promotion application, the Reviewee is required to inform HR