

Summative Peer Review of Teaching (SPRT)

Managing peer reviews

UniSA has established the Summative Peer Review of Teaching (SPRT) process to provide individuals with additional evidence and feedback about their teaching. This includes academics:

- Applying for promotion, either on a Teaching Academic or a Teaching and Research pathway – to develop an additional evidence-base to support their application
- New to UniSA – all continuing and fixed-term academic staff appointed from 1 July 2016 with teaching responsibilities will undertake a SPRT as part of their probationary period
- Identified by their line manager (through the performance development and management process) as likely to benefit from a SPRT to enhance elements of their teaching practice.

The SPRT process further complements other forms of teaching and learning data, e.g. myCourse Experience, student feedback, learning analytics, grade distributions, progression rates, etc. that collectively can be used to inform activities such as probation, promotion and performance development.

Topics covered in this guide

Each of these processes requires the intervention of the respective Dean of Programs (or delegate) who is consequently central to the initiation of the Summative Peer Review of Teaching process. These staff are identified as the Peer Review Manager in the SPRT software which supports the process.

This document outlines the following information to support the Peer Review Manager role:

- Access to the SPRT software
- Overview of the Dean of Programs role in the SPRT cycle
- Initiating a SPRT
- Acknowledging the final report and rejoinder
- Review Manager flowchart.

Access to the SPRT software

- Access to SPRT is available to all Deans of Programs or delegates (whether T&L or Research)
- Access occurs via logging on to the system (SPRT)
- A link to SPRT appears in the Staff Portal under the *Online Tools* pillar
- The SPRT software allows the Dean of Programs to monitor and track the SPRT process from initiation through to the submission of the report
- The SPRT software also serves as a repository for the Dean of Programs to manage current and past reviews.

Overview of the SPRT process

Once the SPRT activity has been initiated and the two reviewers are in place, there is a three step process which consists of a 3 hour workload:

1. The reviewee meets with both reviewers for up to one hour to discuss what they wish to have reviewed (e.g. live teaching, educational resources, learnonline site, virtual classroom etc).
2. The review is undertaken by both reviewers at the agreed time. The review activity can take no longer than one hour.
3. The reviewers construct a single report, which is sent to the reviewee who has the opportunity to lodge a brief reflective statement responding to the report before submitting it to the Dean of Programs.

Initiating a SPRT

- The first stage is the initiation stage and this typically occurs in a meeting between the reviewee/applicant and the Dean of Programs. Alternatively, the Dean of Programs can initiate the activity independently
- The Dean of Programs logs onto the SPRT software and selects the purpose for the review (promotion; probation; performance development)
- In discussion, the Dean of Programs and the reviewee select the course that will be associated with the review
- The Dean of Programs and the reviewee then look through the list of trained reviewers and select two names (one from the reviewee's discipline and the other from a different discipline)
- Selecting the two reviewers during a meeting as part of a discussion may decrease the possibility of the reviewee rejecting the reviewers selected by the Dean of Programs (which they are allowed to do once).
- This will trigger an email to each of the reviewers who have the option of accepting or declining the invitation to undertake a peer review of teaching activity
- Once the reviewers are in place an email is triggered to all 3 parties (reviewee and 2 reviewers) to inform them that the next stage (the pre-review meeting) is ready to begin.

Acknowledging the final report and rejoinder

- Once the pre-review meeting and the observation activity have taken place the two reviewers write a collaborative report which is sent to the reviewee for a response/rejoinder
- Once the reviewee rejoinder is completed (or not) both the review report and rejoinder are submitted to the Dean of Programs by the reviewee.

Other resources

- *SPRT template* (a paper copy of the review template which is provided in the SPRT software)
- *SPRT Nine Dimensions of Teaching* (the 9 teaching dimensions which reviewees use to identify 3 or more criteria to be reviewed against)
- *Review environments and elements* (a list of the possible teaching environments and/or resources a reviewee could have reviewed).

Flowchart for Dean of Programs (or delegate)

