

Summative Peer Review of Teaching (SPRT)

The SPRT process

The University has established a consistent Summative Peer Review of Teaching (SPRT) process, which is underpinned by software developed within the University. This guide outlines the three stages that constitute an SPRT. It aligns the Dean of Programs (or delegate), reviewee and reviewer roles engaged in each stage and describes how the SPRT software supports each stage and role.

The initiation stage

- The peer reviewee meets with their Dean of Programs or delegate who has logon access to the SPRT software and selects the purpose for the review (promotion, probation, performance development)
- Access to the SPRT software is from the *Staff Portal* under the *Online Tools* pillar under the *Academic Systems* heading
- In discussion, the two will select the course associated with the proposed review
- Both the Dean of Programs and the reviewee look through the list of trained reviewers and select two names (one from the academic unit/discipline) the other from outside the discipline.
- This triggers an email to each of the reviewers who have the option of accepting or declining the invitation to review
- The peer reviewee also has the option of accepting or declining a reviewer – but this is only allowed once – however if the choice of reviewers occurs in the company of the Dean of Programs there is less chance of reviewers being declined
- 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 (organisation and observation) is ready to begin.

The organisation and observation stage

- Via the SPRT software the reviewers and reviewee set a day/time/venue to meet for a pre-review meeting
- At the pre-review meeting the reviewee provides the reviewers with information about their course, teaching, criteria to be reviewed against, etc.
- The group discusses the criteria that the reviewee wants to be reviewed against. The reviewee drives the selection of criteria (the suggestion is to select no more than three or four criteria). The reviewee then discusses and agrees with the reviewers what those criteria mean
- The group agrees on a date, time and venue for the actual observation (of materials/resources or the teaching activity)

- The next event is the actual observation activity, which is a 50-60 minute event and no more – whether at a real-time teaching event or a course site, virtual classroom, workbook, study guide, etc. This is why it is important for the reviewee to reflect on what exactly they want to have reviewed. The reviewers have a workload of 3 hours: 1 hour for the pre-review meeting – 1 hour for the observation activity – 1 hour for writing the collaborative report
- The observations can entered directly into the SPRT software if an iPad or laptop is used. Otherwise a hardcopy template can be used and the data entered into the software later.

The report writing stage

- The two reviewers meet to discuss their judgements and evidence and to collaboratively write their report within the SPRT software using the evidence they have observed
- If the two peer reviewers disagree and cannot resolve their different judgements the software allows them to notify the Dean of Programs so that a third peer reviewer can be appointed to undertake a separate peer review with the intention of resolving the impasse
- The collaborative report is sent to the reviewee via the SPRT software for a response/rejoinder if wanted
- Once the reviewee has completed the rejoinder (or not) the report and rejoinder is submitted to the Dean of Programs via the SPRT software
- The reviewee, Dean of Programs and the reviewees will have access to a PDF version of the entire report
- The reviewee can submit the PDF report as evidence for their promotion, probation or performance development
- Reviewers can access all the peer reviews they have completed as material for possible peer reviews of the peer review processes they have undertaken
- The Dean of Programs can see all historical and current peer reviews they have initiated.