

The Peer Review Manager

Managing a summative peer review of teaching

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 who are:

- 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 supplements 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.

Probation, promotion and performance development each require the intervention of the respective Dean of Programs or equivalent (or their delegate), who is consequently central to the Summative Peer Review of Teaching process in the role of **Peer Review Manager**.

The SPRT activity consists of three steps (pre-review organisation, the observation, and reporting), requiring a 3-hour workload for the person whose teaching is being reviewed (the Reviewee) and each of the two Reviewers (trained UniSA staff). The Peer Review Manager is responsible for initiating and closing each SPRT. Each step of the process is facilitated by UniSA's Summative Peer Review of Teaching (SPRT) software.

Topics covered in this guide

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

- Resources that inform and support the SPRT process
- Introduction to the SPRT software
- Initiating the review
- Tracking progress
- Completing the review

Resources that inform and support the SPRT process

The following documents are available from the TIU's [Summative Peer Review](#) webpage:

- *The SPRT process* (an outline of the SPRT process)
- *SPRT Dimensions of Teaching to be observed* (the dimensions against which teaching can be reviewed)
- *Review environments and elements* (examples of teaching environments and aspects for review)
- *Example SPRT form* (an annotated copy of the report template provided in the SPRT software)

Additional resources:

- *Trained reviewers by UniSA Units* (a list of trained SPRT Reviewers at UniSA).

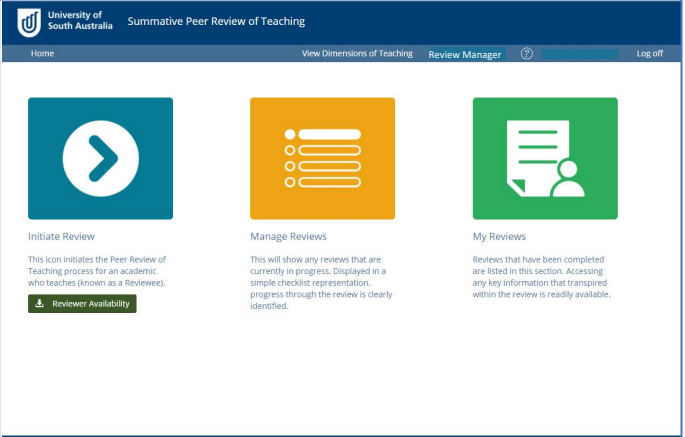
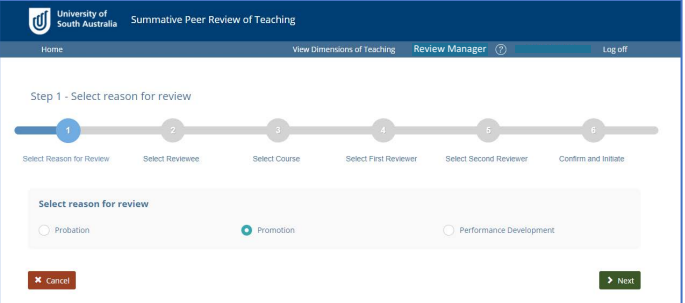
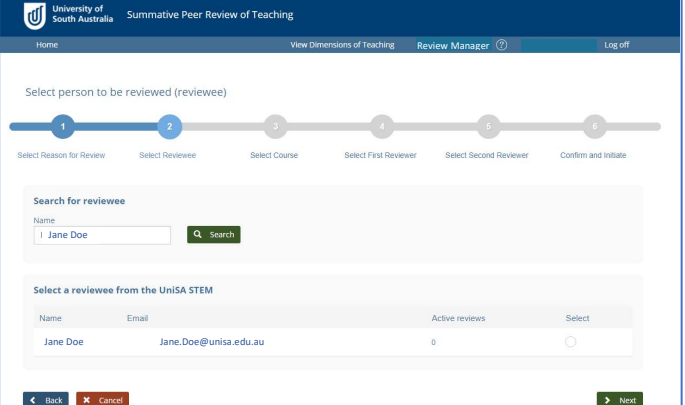
Introduction to the SPRT software

The SPRT process at UniSA is supported by specially designed software. Access to the [SPRT online tool](#) is available to trained UniSA SPRT Reviewers and anyone who has had a review of their teaching initiated (ie Reviewees). Access as a Peer Review Manager is only available to Deans of Programs or equivalent (or delegates).

- The SPRT online tool allows the Review Manager to initiate the SPRT process and track progress at each stage, from initiation through to the submission of the collaborative report by the Reviewers.
- It also serves as a repository for the Review Manager to manage the current and past reviews they have initiated.
- A link to the SPRT online tool can be found in the Staff Portal under the Online Tools pillar.
- Access requires login.
- [Summative Peer Review of Teaching Help](#) is a learnonline help resource addressing commonly asked questions regarding the use of the online platform.

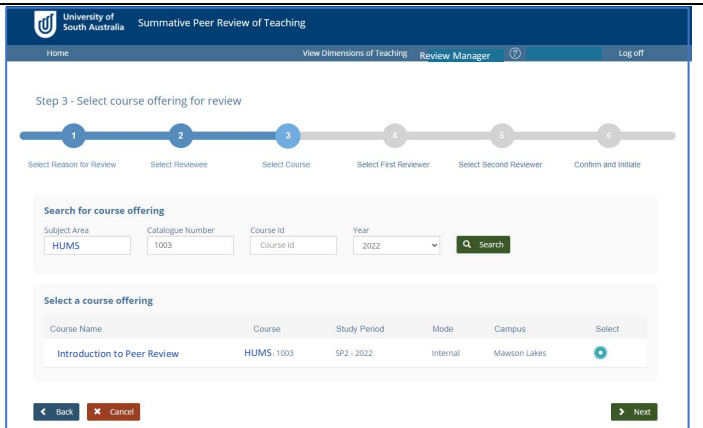
Initiating the review

The first step is for the Peer Review Manager to initiate the review from the SPRT online tool. This step typically occurs during a meeting between the Reviewee/applicant and the Review Manager (at the request of either the Manager or the Reviewee). The Review Manager may also initiate the SPRT independently.

| <p>Access the SPRT software Login to the SPRT online tool and select Initiate Review.</p> |  | | | | | | | | |
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| <p>Select the reason for the review (promotion; probation; or performance development).</p> |  | | | | | | | | |
| <p>Select person to be reviewed (reviewee)</p> |  <table border="1" data-bbox="794 1982 1412 2049"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Active reviews</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>Jane Doe</td> <td>Jane.Doe@unisa.edu.au</td> <td>0</td> <td><input type="radio"/></td> </tr> </tbody> </table> | Name | Email | Active reviews | Select | Jane Doe | Jane.Doe@unisa.edu.au | 0 | <input type="radio"/> |
| Name | Email | Active reviews | Select | | | | | | |
| Jane Doe | Jane.Doe@unisa.edu.au | 0 | <input type="radio"/> | | | | | | |

Select course offering for review

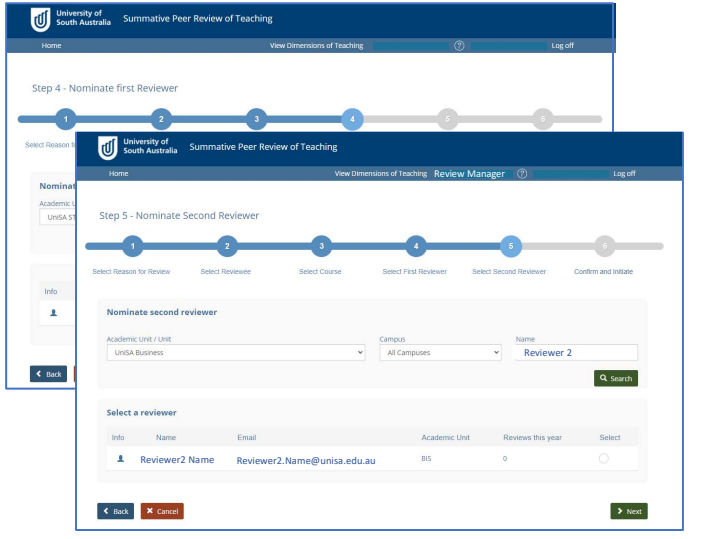
In discussion, the Review Manager and the reviewee select the course that will be associated with the review.



Nominate first and second reviewers

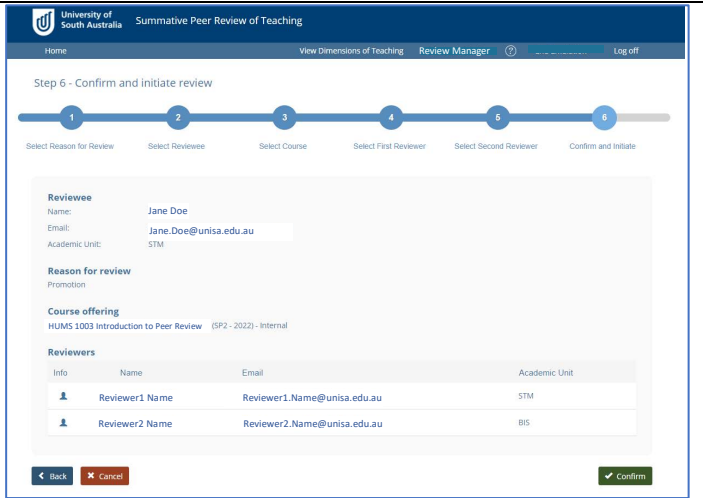
The Review Manager and the reviewee look through the drop down list of available trained reviewers and select two names (one from the reviewee’s discipline and the other from a different discipline) to nominate as reviewers.

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 Review Manager (which they are allowed to do once).



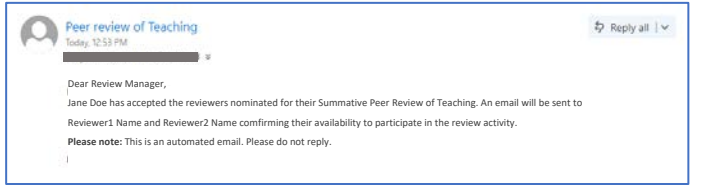
Confirm and initiate review

The selection of reviewers will trigger an email to each of the nominated reviewers, who have the option of accepting or declining the invitation to undertake the peer review of teaching activity.



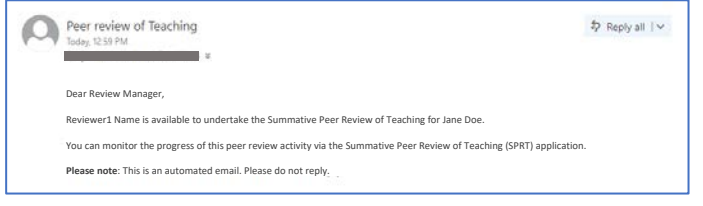
Reviewee accepts or decline reviewers

The Review Manager will receive an email to indicate that the reviewee accepts (or declines) the nominated reviewers.



Reviewers accept or decline to participate

The Review Manager will receive emails when each of the reviewers accept the nomination (or decline to participate).



Tracking progress

Once the SPRT has been initiated in the online system and the two reviewers are in place, the peer review activity can begin. To undertake the review activity, the participants carry out three-steps:

1. **Pre-review organisation.** The reviewee meets with both reviewers for up to one hour to outline what they wish to have reviewed (e.g. live teaching, educational resources, learnonline site, virtual classroom etc) and to explain the context of that activity or resource; as well as which of the dimensions they wish to be assessed against (typically three).
2. **Observe.** The observation is undertaken by both reviewers at the agreed time and reviewed independently against the chosen criteria. The review activity takes no longer than one hour.
3. **Reporting.** The reviewers collaboratively construct a single report which is made available to the reviewee. The reviewee can choose to lodge a brief rejoinder before submitting the reviewers' report to the Review Manager to complete the review.

The Review Manager can view the progress of the review activity in the online system and will receive email notifications at the reporting stage, acknowledging the creation of the collaborative report and submission of the rejoinder.

Viewing progress

After selecting **Manage Reviews**, then the **Manage** button for the required review, the manage screen will display.

From this screen the Manager can (1) see the review details; (2) **Download Review** to see the review in its current state; and (3) identify the current stage of the review.

Details of each stage can be viewed via the stage tabs, once that stage has been reached or completed.

Each tab displays cards that show the status of that stage: a blue flag (still to be actioned), a green tick (successfully actioned), a red cross (decline/disagree). Cards also show who actioned, and the date it was actioned.

From the stage tabs, the Manager can see:

Initiate

- if the reviewee accepts/declines the nominated reviewers;
- if the reviewers accept/decline to be part of the review.

Organise

- if a pre-review meeting has been scheduled;
- if the observation details have been created.

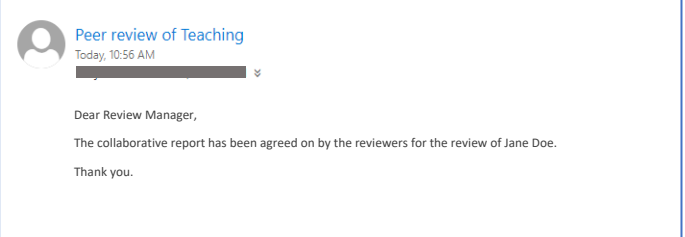
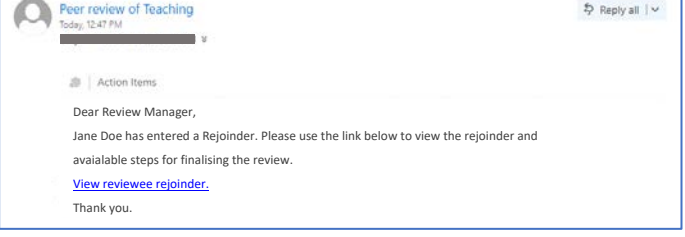
Observe

- if the evidence has been rated;
- if the final report has been completed; if a third reviewer has been selected (only required if the two original reviewers cannot reach agreement on the review).

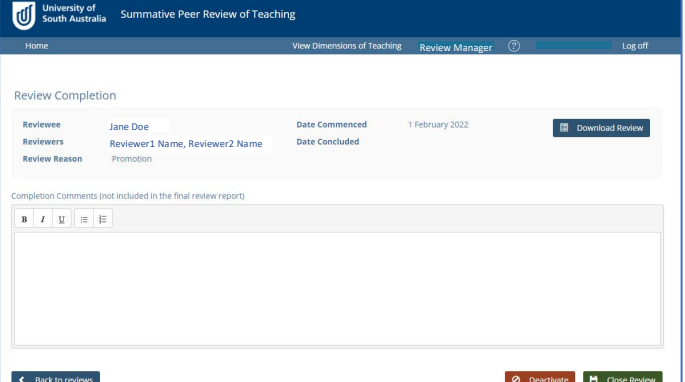
Close

- if the reviewee has completed the rejoinder;
- if the review has been closed.

The screenshot displays the 'Review Manager' interface for the University of South Australia. At the top, there are navigation links for 'Home', 'View Dimensions of Teaching', 'Review Manager', and 'Log off'. Below this, three main icons are visible: 'Initiate Review' (blue circle with a right arrow), 'Manage Reviews' (orange square with a checklist), and 'My Reviews' (green square with a document and person icon). Each icon has a brief description below it. The 'Manage Reviews' section is expanded to show a 'Manage' screen for a specific review. This screen includes a 'Preview' button and a table of review details: Reviewee (John), Reviewers (Neill, John), Review Reason (Promotion), Date Commenced (24 Aug 2016), and Date Concluded. Below the details, a progress bar shows the stages: Initiate (selected), Organise, Observe, and Close. Two cards below the progress bar show that John and Neill have agreed to be reviewed on 24 Aug 2016.

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| <p>Notification of collaborative report</p> <p>The Review Manager receives an email once the reviewers have agreed upon the Collaborative Report.</p> |  |
| <p>Notification of rejoinder</p> <p>Reviewees are invited to enter a rejoinder to the reviewers' comments and ratings. They must respond (either by providing a rejoinder or by declining).</p> <p>Once this step is completed (or declined) the Review Manager receives an email with links to view the review report and rejoinder (if any).</p> |  |

Completing the review

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| <p>Review completion</p> <p>The Peer Review Manager can view the entire report (including any rejoinder) from the Download Review button.</p> <p>After recording any administrative comments (not visible in the final report), the Manager must Close Review to finalise the SPRT process. No changes can be made once the review is closed.</p> |  |
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For a printable, pdf copy of the full report, click **Download Review**. The Peer Review Manager, Reviewers and Reviewee all have access to a pdf version of the entire report. (The rejoinder will not be included in the Reviewers copy of the 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. Peer Review Managers can see all historical and current peer reviews they have initiated.