The SPRT Reviewer
Reviewing an aspect of a colleague's 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.

Trained UniSA staff are central to the Summative Peer Review of Teaching process in the role of **Reviewers**. 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. The Peer Review Manager (Dean of Programs or equivalent, or delegate) is responsible for initiating and closing each SPRT. Each step 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 SPRT **Reviewer** role:

- Resources that inform and support the SPRT process
- Introduction to the SPRT software
- Nomination as a reviewer
- Pre-review organization
- The observation
- Collaborative reporting

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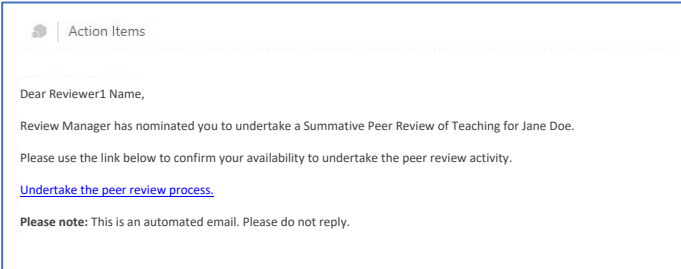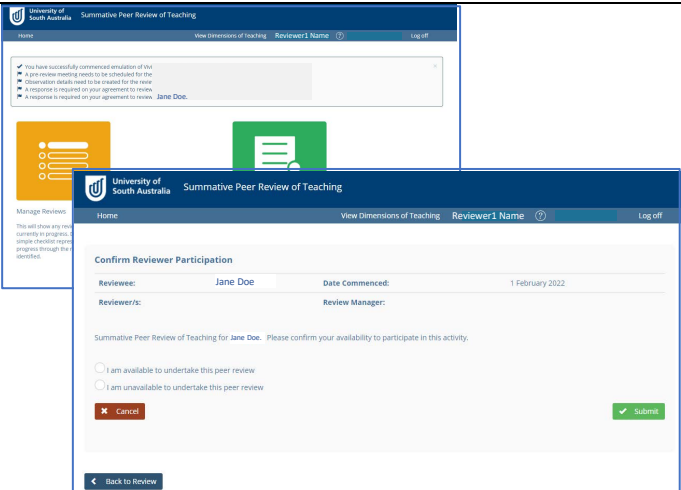- *Trained reviewers by UniSA Units* (a list of trained SPRT Reviewers at UniSA).

Introduction to the SPRT software

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

- The SPRT platform facilitates and documents each stage of the review process.
- The Review Manager can track the progress of the review at each stage.
- A link to SPRT 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.

Nomination as a reviewer

The SPRT process is initiated by the Peer Review Manager (Dean of Programs or equivalent, or their delegates) using the SPRT online tool. This step typically occurs during a meeting between the reviewee/applicant and the Review Manager at which the course offering to be reviewed is agreed, along with the names of two eligible reviewers (one from the reviewee's discipline and the other from a different discipline).

Invitation to participate The selection of names by the Review Manager will trigger an email to each of the nominated reviewers, who have the option of accepting or declining the invitation to participate. Any Reviewer who identifies a conflict of interest should decline to undertake the review at this stage.	
Confirm reviewer participation To respond to the invitation, the Reviewer can click on the URL in the email to navigate directly to the **Confirm Reviewer Participation** page. (Alternatively, Reviewers can access the SPRT software and click the flagged task notification at the top of the page.) Indicate your availability for the review via the radio buttons and **Submit.** The Review Manager will be notified of the decision by an automated email.	

Pre-review organisation

Notification to begin Once two reviewers have confirmed their participation, the peer review can begin. This triggers an email to each of the reviewers informing them that the review is ready to begin.	Dear Reviewer1 Name, The Summative Peer Review of Teaching for Jane Doe is ready to commence. You now need to contact the other reviewer and the staff member being reviewed to organise a pre-review meeting. Please use the link below. Pre-review meeting set up **Please note**: This is an automated email. Please do not reply.
Schedule the pre-review meeting The first task is to organize the pre-review meeting. Reviewers are responsible for contacting each other and the Reviewee to arrange a day/time/venue for the meeting. The meeting should take no longer than 1 hour. Once agreed, either Reviewer can access the SPRT software to set up the pre-review meeting in the system. When the information is saved, all participants receive an email and calendar invitation for the pre-review meeting. The Reviewer notification includes a link to the pre-review form which is to be completed with the observation details that the participants agree on during the pre-review meeting. (Note the Reviewee will not receive the link to the pre-review form. They will instead be invited to submit up to five links of resources to support the review.)	 Dear Reviewer1 Name, A pre-review meeting is scheduled for 04/02/2022, 01:30 PM at A-building cafe, MLK for summative peer review of Jane Doe. As part of this process, you and Reviewer2 Name are required to meet Jane Doe, to discuss and complete the peer review form, tables 1, 2, and 3. Either you or Reviewer2 Name can follow the link below to start the pre-review process. Please use the link below. Pre-review form **Please note**: This is an automatically generated email, so do not reply to this email. Please direct any concerns or queries to your Executive Dean or delegate.

The pre-review meeting – deciding on the observation details

The purpose of the pre-review meeting is to:
- set the date, time and location of the observation process (no more than 1 hour duration, whether taking place at a real-time teaching event or examining a course learnonline site, virtual classroom, workbook, study guide, etc);
- discuss the teaching activity to be observed;
- discuss any relevant components of the supporting documentation; and
- select the dimensions of teaching that will be reviewed (typically three and no more than four).

These details are recorded in the **Observation Details** form by either Reviewer. The form should be completed during the meeting or as soon afterwards.

In discussion, alternative resources to those already submitted by the Reviewee may be identified to support the review. In that case, links to those **Supporting Resources** should be rejected by the Reviewers here. The Reviewee may access the SPRT tool to submit new or replacement links to support the review (up to 5) until the Observation begins.

The Reviewee drives the final selection of dimensions against which some aspect of their teaching will be reviewed. The participants should identify and agree on relevant indicators of the dimension in the context of the teaching activity to be observed.

If the incorrect dimensions have been saved, they can be modified in this form by the Reviewers up until the recorded date of the Observation. The dimensions cannot be changed once the review has begun.

Scheduling the observation

Once the Reviewers have completed the Observation Details, a calendar invite for the observation is sent to all participants.

Reviewers are provided with a link to individually rate evidence during the observation process.

The observation

During the observation session The observation of teaching activity must take no longer than one hour and is undertaken by both reviewers at the agreed time. Each Reviewer must independently **Rate Evidence**, rating the effectiveness of the evidence provided for each selected Dimension of Teaching. Comments should be entered to support the choice of rating. An overall summary comment should also be provided. Reviewers may enter their observations directly into the system during the activity (ensure you Save regularly) or enter the data into the system after the event. **Save** comments and ratings in draft form for later revision. When no further changes are required click **Submit**.	
Confirmation to proceed When both Reviewers have submitted their independent rating of observed evidence, a confirmation email is sent to the Reviewers with advice to proceed to the next stage, the **Collaborative Report.**	

Collaborative reporting

The Collaborative Report Reviewers can now view the other's ratings of evidence. They should collaboratively review and discuss their independent judgements and prepare a short statement of collaborative comments. The Collaborative Report can be entered into the system by only one of the Reviewers**.**	
Collaborative agreement The Reviewer who saved the text for the Collaborative Report into the system must now select whether the Reviewers agree upon their findings. This step completes the Reviewers participation in the review.	

When the Reviewers have agreed, the collaborative report is made available to the reviewee for viewing. The reviewee must then lodge (or decline to lodge) a brief rejoinder. These final steps of the SPRT process trigger emails to the Review Manager, acknowledging the completion of the final report and rejoinder. The Review Manager can then view and close the completed SPRT.

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.