

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).

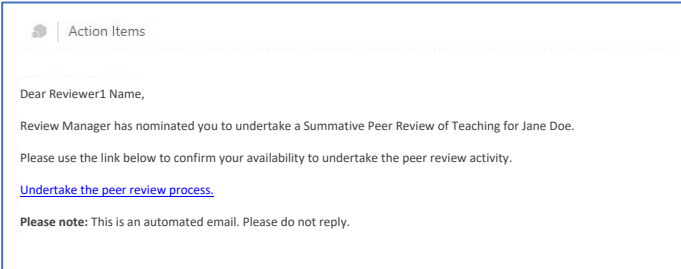
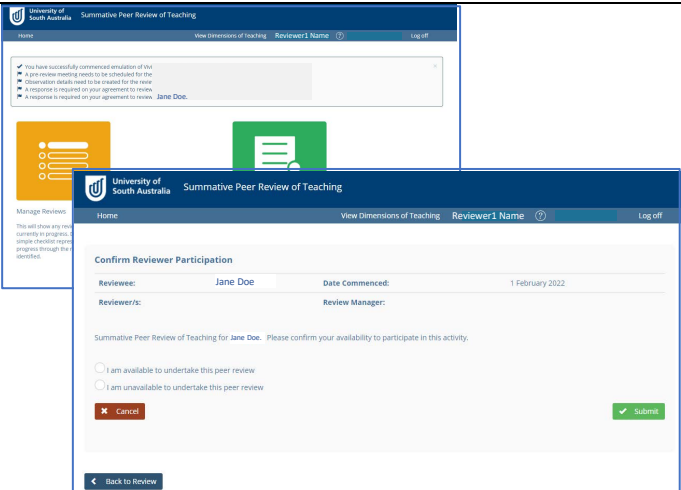
Introduction to the SPRT software

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).

<p>Invitation to participate</p> <p>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.</p> <p>Any Reviewer who identifies a conflict of interest should decline to undertake the review at this stage.</p>	 <p>The screenshot shows an email titled 'Action Items' from the University of South Australia. The recipient is 'Dear Reviewer1 Name,'. The email states: 'Review Manager has nominated you to undertake a Summative Peer Review of Teaching for Jane Doe. Please use the link below to confirm your availability to undertake the peer review activity. Undertake the peer review process. Please note: This is an automated email. Please do not reply.'</p>
<p>Confirm reviewer participation</p> <p>To respond to the invitation, the Reviewer can click on the URL in the email to navigate directly to the Confirm Reviewer Participation page.</p> <p>(Alternatively, Reviewers can access the SPRT software and click the flagged task notification at the top of the page.)</p> <p>Indicate your availability for the review via the radio buttons and Submit.</p> <p>The Review Manager will be notified of the decision by an automated email.</p>	 <p>The screenshot shows the 'Summative Peer Review of Teaching' web interface. It displays a 'Confirm Reviewer Participation' form. The form includes fields for 'Reviewer:' (Jane Doe), 'Date Commenced:' (1 February 2022), and 'Review Manager:'. Below these fields, there are two radio button options: 'I am available to undertake this peer review' (which is selected) and 'I am unavailable to undertake this peer review'. There are 'Cancel' and 'Submit' buttons at the bottom of the form.</p>

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.)

The screenshot shows the 'Summative Peer Review of Teaching' interface. At the top, it says 'University of South Australia' and 'Summative Peer Review of Teaching'. Below that, there's a navigation bar with 'Home', 'View Dimensions of Teaching', 'Reviewer1 Name', and 'Log off'. The main content area is titled 'Schedule pre-review meeting'. It features a table with columns for 'Reviewer', 'Reviewers', 'Date Commenced', and 'Date Concluded'. The 'Reviewer' is 'Jane Doe', 'Reviewers' are 'Reviewer1 Name' and 'Reviewer2 Name', and 'Date Commenced' is '01 Feb 2022'. There is a 'Download Review' button. Below the table, there's a note: 'A collective meeting needs to be scheduled to discuss the purpose of the review, organise the observation and select the dimensions to be observed. The Peer Review form template should be printed and taken to the meeting to define the parameters of the review. Please select a mutually convenient date, time and location for the first meeting with the Reviewee Jane Doe. The other reviewer is Reviewer2 Name.' The 'Meeting Details' section has 'Start Date' (03 Feb 2022 1:13 PM) and 'End Date' (03 Feb 2022 2:13 PM) dropdowns, and a 'Location' text area with a rich text editor toolbar. At the bottom, it says 'Attendees: Jane Doe, Reviewer1 Name, Reviewer2 Name' and 'Please note: Participants (including you) will be sent a meeting request upon completion.' There is a 'Start' button and a 'Back to Review' link.

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 screenshot shows the 'Summative Peer Review of Teaching' form for 'Jane Doe'. The form is divided into several sections:

- Observation Details:** Shows the Reviewee (Jane Doe), Reviewers (Reviewer1 Name, Reviewer2 Name), Date Commenced (01 Feb 2022), and Date Concluded. A 'Download Review' button is present.
- Enter Observation Details:** A text area for entering details related to the observation of Jane Doe as part of the peer review of teaching. These details are to be agreed upon with L.O. and the reviewers during the pre-review meeting.
- Contextual Comments:** Two text areas for adding contextual comments on the course offering from the reviewee.
- Observation Schedule:** Fields for Start Date and Time (dd MMM yyyy) and End Date and Time (dd MMM yyyy). A text area for entering the location where the review will take place.
- Links to Supporting Resources:** A section for Moodle Course with 'Accept' and 'Reject' radio buttons.
- Dimensions:** A section with a warning: 'Warning: please ensure the correct Dimensions are selected as they cannot be changed once saved. Should an incorrect Dimension be selected, the Executive Dean or delegate will need to cancel the review and re-create.' Below this is a note: '(Please note: a maximum of 5 dimensions may be selected)'. There are 10 dimensions listed with checkboxes:
 - 1: Students are actively engaged in learning
 - 2: Students prior knowledge and experience is built upon
 - 3: Teaching caters for student diversity
 - 4: Students are encouraged to develop/expand their conceptual understanding
 - 5: Students are aware of key learning outcomes
 - 6: Actively uses links between research or industry and teaching
 - 7: Uses educational resources and techniques appropriately
 - 8: Presents material logically
 - 9: Seeks feedback on students' understanding and acts on this accordingly
 - 10: Other areas relevant to your teaching and/or institutional priorities
 A text area for 'Any other relevant area' is provided.

Dear Reviewer1 Name,

An activity observation meeting is scheduled for 08/02/2022, 10:00 AM at Zoom meeting 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.

You and Reviewer2 Name can follow the link below to start the observation process.

[Rate Evidence](#)

Should you need to re-schedule the activity observation meeting, please contact the other Reviewer and the Reviewee before submitting the 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 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.

The screenshot shows the 'Summative Peer Review of Teaching' interface. At the top, there is a navigation bar with 'Home', 'View Dimensions of Teaching', 'Reviewer1 Name', and 'Log off'. Below this, the 'Collaborative Report' section is displayed. It includes a table with columns for 'Reviewee' (Jane Doe), 'Reviewers' (Reviewer1 Name, Reviewer2 Name), and 'Date Commenced' (1 February 2022). A 'Download Review' button is visible. The interface is divided into sections: 'Overview', 'Reviewer Summaries', and 'Collaborative Comments'. Under 'Reviewer Summaries', there are two items: '1: Students are actively engaged in learning' and '4: Students are encouraged to develop/expand their conceptual understanding'. The 'Collaborative Comments' section has a rich text editor with a toolbar and a large text area. At the bottom, there are 'Back to Review' and 'Save' buttons.

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.

This screenshot shows the same 'Summative Peer Review of Teaching' interface as above, but with an additional step. Below the 'Collaborative Comments' section, there is a prompt: 'Please indicate whether both reviewers agree upon the review outcome by selecting either:'. There are two radio buttons: 'Disagree' (with a red 'x' icon) and 'Agree' (with a green checkmark icon). A 'Save' button is located to the right of the radio buttons.

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.