



Summative Peer Review of Teaching (SPRT) Process

UniSA 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 a SPRT. The guide also describes the roles and responsibilities of the Review Manager (typically the Dean of Program, Professorial Lead or Associate Dean (UniSA Online), Reviewer and Reviewee and how the SPRT software supports the review.

Initiation

- The Reviewee meets with their Review Manager and selects the purpose for the review (promotion, probation, performance development).
- The SPRT software can be accessed from the Staff Portal's 'Academic Systems' heading under the Online Tools tab.
- In discussion, the two will select the course associated with the proposed review.
- Both the Review Manager and the Reviewee look through the list of trained Reviewers and select two names – one from their discipline and one from outside their discipline.
- Once confirmed, an automated email is sent to each of the Reviewers who are able to accept or decline the invitation to review.
- The Reviewee also has the option of accepting or declining a Reviewer selected by the Review Manager (allowed once). It is advisable that the Reviewee selects the Reviewers in discussion with the Review Manager to reduce the likelihood of rejecting Reviewers.
- Once the Reviewers have been selected, an email is sent automatically to all 3 parties (Reviewee and 2 Reviewers) to inform them that the next stage (organisation and observation) is ready to begin.

Organisation and Observation

- The Reviewers and Reviewee set a day/time/venue to meet for a pre-review meeting via the SPRT software.
- At the pre-review meeting the Reviewee provides the Reviewers with information about their course, teaching and Dimensions of Teaching to be reviewed. The Reviewee drives the selection of the Dimensions of Teaching and it is recommended that no more than three dimensions are selected.
- The Reviewee and Reviewers discuss the Dimensions of Teaching that have been selected and agree on the elements of the course that will be reviewed against the Dimensions. Once confirmed in the SPRT software, these cannot be changed.
- The group agrees on a date, time and venue for the actual observation (of materials/resources or the teaching activity). The observation should be no longer than one hour which should take no more than 1 hour.
- The observations should be entered directly into the SPRT software.

Final SPRT Report

- Once the independent Reviewer observations are complete, the two Reviewers meet to discuss their judgements and evidence to collaboratively write their final collaborative SPRT report within the software.
- If an agreement cannot be reached between the Reviewers, the software can be used to notify the Review Manager who then appoints a third Reviewer who will complete an independent observation to resolve the impasse.
- The final collaborative report is sent to the Reviewee via the SPRT software for an optional rejoinder.
- Once the Reviewee has reviewed (and completed the optional rejoinder) the report (and rejoinder) is submitted to the Review Manager via the SPRT software.
- A PDF version of the final report can be downloaded from the SPRT software by the Reviewee, Review Manager, or Reviewers.
- If required for Promotion, Probation, or Performance Review, the Reviewee is required to download and manually submit the document as part of the process.
- The SPRT software allows
 - Reviewers to access all the peer reviews they have completed;
 - Review Managers access all historical and current peer reviews they have initiated.