

# Quick Guide - Peer Review for Reviewees

Peer review of teaching in the Faculty of Science is about you undertaking a reflective review of your teaching with the assistance of a 'critical friend'. It is designed to support you in your development as a teaching academic. Primarily it is a formative tool and you are guaranteed confidentiality. You may choose however to use the outcomes of the review to support applications for promotion, awards or probation – it is at your discretion.

Please access the **Peer Review Website** - <https://science.csu.edu.au/peer-review-of-teaching> to familiarise yourself with all aspects of the process. All communication relating to the setting up of a peer review should be directed to: [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au)

## PRE OBSERVATION



**Notify** the Faculty Staff and Student Liaison Team (SSLT) that you will be undertaking a review by emailing [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au). **Provide** the name of a preferred reviewer or request a reviewer to be nominated by SSLT or request an Educational Designer if required. Both you and the reviewer will have **\$25 added to a Flexi Account** on your CSU staff card to go towards covering the cost of coffee or lunch meetings with your peer.

**Contact** your reviewer and organise a Pre Observation meeting - maybe over a coffee. **Complete** the [Information for Faculty form](#) (Google Doc).

**Access** the [Peer Review Website](#) in particular the [9 Dimensions of Teaching](#) and the [Peer Review Report Template](#) to aid you in defining a focus for the review. You will also need to provide your reviewer an overview of the subject, the session objectives and the logistics e.g. time and venue.

**Attend** the Pre observation meeting for you and your reviewer to clearly identify the focus and details of the review.

## OBSERVATION

### Facilitate the teaching session

Each peer review will generally comprise of a one hour observation. The reviewer will use the [9 Dimensions of Teaching](#) and the [Peer Review Report Template](#) to assist them in providing feedback and suggestions to you.

Prior to the observation, discussions with the reviewer will have covered:  
**How** will class time be used?

**What** can the reviewer expect to see?

**Are there** any teaching materials you have prepared that may be relevant for the reviewer to see?

**What** did you and your reviewer decided that you tell the students about the observer in the class?



## POST OBSERVATION



**Organise** a Post Observation meeting. It is recommended that you and your reviewer meet as soon as possible after the observation to discuss feedback.

**Attend** Post Observation meeting. The reviewer will provide feedback - again this could be done over a cup of coffee.

**Reflect** on the written feedback provided to you by the reviewer. The [Peer Reviewee Reflection Sheet](#) can assist with this important process.

You may wish to organise a **follow up review** to progress your development as a teaching academic.

## CONTACTS

Contact the **Faculty Staff and Student Liaison Team (SSLT)** for any assistance by emailing [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au)

**360 Feedback.** Would you like an even broader evaluation of your teaching? We can organise for a SSLT member to conduct a focus group session with your students – providing you with timely de-identified feedback. For further information email [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au)

# Quick Guide - Peer Review for Reviewers

Peer review of teaching in the Faculty of Science is about teaching staff undertaking a reflective review of their teaching with the assistance of a 'critical friend'. It is designed to support staff in their development as a teaching academic. The first thing to remember is that this is a formative peer review and you are there to support and encourage your peer through feedback and constructive suggestions. All conversations between you and the reviewee regarding the review are confidential.

Please access the **Peer Review Website** - <https://science.csu.edu.au/peer-review-of-teaching> to familiarise yourself with all aspects of the process. All communication relating to the setting up of a peer review should be directed to: [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au)

## PRE OBSERVATION

**You will be contacted** by the Faculty Staff and Student Liaison team (SSLT) or your peer to participate as a reviewer in this process. Both you and the reviewee will have **\$25 added to a Flexi Account** on your CSU staff card to go towards covering the cost of coffee or lunch meetings with your peer.

**Access** the [Peer Review Website](#) in particular the [9 Dimensions of Teaching](#) and [Peer Review Report Template](#) to aid you in undertaking the review. This will underpin the planning that will take place in the pre-observation meeting.

**Attend** the Pre observation meeting for you and the reviewee to clearly identify the focus and details of the review. For example - **How** will class time be used? **What** can the reviewer expect to see? **Are there** any teaching materials already prepared that may be relevant for you to see? **What** will the reviewee tell the students about the observer in the class?



## OBSERVATION



### Observe the teaching session

**Each review** will generally comprise a one hour observation.

Acting as a reviewer serves two equally important purposes: to provide feedback to a colleague, and to observe another's teaching for the purpose of reflecting on and learning about one's own teaching.

**You will use** the [9 Dimensions of Teaching](#) and [Peer Review Report Template](#) to assist you in providing feedback and suggestions to your peer.

**Agreements** made at the pre-observation meeting should be abided by during the review. **Access** the [Peer Review Website](#) to familiarise yourself with the essential protocols to observe.

## POST OBSERVATION

**Attend** a Post Observation meeting. It is recommended that the reviewer and reviewee meet as soon as possible after the observation to discuss feedback.

**Provide** the reviewee with written feedback targeting the agreed areas within two weeks of the observation. Note that the written report the reviewer provides does not need to follow the same format as the Peer Review Report Template and does not need to include checkboxes.

**Confirm** that the process is complete and that you have provided the reviewee with the written feedback email [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au)



## CONTACTS

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Would you like a peer review of your teaching? If so, email [peerreviewfs@csu.edu.au](mailto:peerreviewfs@csu.edu.au)