

PEER REVIEW IN SMSAS

The SMSAS Peer review system has been in existence for many years, and has been in general compatible with the new UELT requirements. Details of the process given in this document have been revised to take full account of the requirements laid down in the UELT Staff Resource Pack.

The SMSAS system :

- * To assist the department in providing a high quality educational experience for students;
- * To enhance the importance attached to quality of teaching;
- * To encourage all staff to reflect on the effectiveness of their own teaching and identify their development needs;
- * To foster discussion;
- * To disseminate good practice;
- * To increase staff awareness of the whole student experience;
- * To identify any weaknesses and put in place an action plan to remedy them;
- * To help SMSAS to prepare for any external review and internal Periodic Reviews.

Principles

- * Peer Review will in general happen on an annual basis, using a standardised format. At the very minimum, observation must take place once every 3 years.
- * All academic staff involved with teaching, including part-time teaching staff, should take part.
- * Peer Review Reports will be held by the departmental administrator, and findings will be taken into account in preparing the SMSAS annual monitoring report.
- * The formal report sheet for any review should remain available to the person observed (the lecturer), to the observer, and to the Director of Learning and Teaching and the Director of SMSAS.
- * Consequently, findings included in the Annual Monitoring Report will not identify individual members of staff.

SMSAS Practice

- * Early in each academic year, the Director of Learning and Teaching will draw up and distribute a schedule of all staff involved with teaching, including part-time staff. The schedule will appoint an observer for each such member of staff. In general, every such member of staff should act as an observer each year.
- * It is the responsibility of the person to be reviewed ("the lecturer") to contact the appointed observer in good time, suggesting possible dates and times for the review to take place. Naturally, selection of the time for the review will depend on the mutual commitments of observer and lecturer.
- * During the observation session, the observer should have available the formal SMSAS report sheet. This sheet should be completed shortly after the session, and the observer and lecturer should meet for a debriefing session as soon as possible after that.
- * The lecturer should complete the "Lecturer's response" section of the report form, and the completed form should be lodged with the SMSAS Administrator within two weeks of the session observed.
- * If the observer has any concerns not resolved by the debriefing session, they should be reported to the Director of Learning and Teaching, the Head of the subject involved or the Head of Department, as appropriate, so as to enable suitable action to be taken.

* At a suitable point in the Lent Term, the SMSAS Administrator should check for completed forms not yet received, so as to ensure that all members of teaching staff are observed.

* After the end of the Lent Term, the SMSAS Administrator should make the completed forms available to the Director of Learning and Teaching. They should be returned in due course to the SMSAS Administrator, who is responsible for holding them.

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