The Peer Review System

1. **Background**
   In 2001 (LTB 31/2001) agreed that all Departments (now Schools) should, by 2002/03
   - have in place arrangements for peer review of fulltime and part-time teachers
   - these arrangements need not involve observation of each teacher in each academic year, but should take place at least once every three years
   - that a record of peer review activity should be recorded and records held within the School
   - UELT would provide advice and guidance to Schools, including providing workshops and materials as necessary

2. **Planning peer review: key features**
   - Peer review should take place at least every three years and ideally annually
   - It should apply to all teaching staff
   - Peer review reports are confidential between the observer and observed. They should be held in Schools. Anonymised summaries of findings are available for Programme Directors to contribute to the Annual Programme Monitoring
   - School Directors of Learning and Teaching are normally responsible for initiating the process of peer review by notifying all relevant staff and establishing a timeframe for peer review to take place.

3. **Key principles**
   - to assist the School 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 be supportive and developmental for staff
   - to help Schools prepare for internal Periodic Programme reviews and external reviews

The peer review system has been embedded at Kent for a number of years. Following the initial central briefings run by UELT, Schools have adapted or developed their own instruments for recording the process. Examples include

Faculty of Sciences: School of Mathematics, Statistics and Actuarial Science

Faculty of Social Sciences: [http://www.kent.ac.uk/law/qa_and_qe/peer_review.html](http://www.kent.ac.uk/law/qa_and_qe/peer_review.html)

Faulty of Humanities: (School of European Culture and Languages uses the template developed for the Postgraduate Certificate in Higher Education)