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| UNSW Business School | <u>Zhila Bahman</u> | https://moodle.telt.unsw.edu.au/course/view.php?id=36179 (login required) |
| UNSW Canberra ADFA | <u>David Meacheam</u> Frequently asked questions - applicants | |
| UNSW Law | <u>Marina Nehme</u> | |

How can I prepare for my review?

Many faculties offer formative peer review schemes, which can assist in preparing for Summative Peer Review of Teaching. For further information, please contact:

| Faculty | Contact details | Information |
|--------------------------|--|--|
| Art & Design | <u>Simon McIntyre</u> | |
| Arts and Social Sciences | | https://unsw.sharepoint.com/sites/ASSEMBLY/faculty-resources/learning-teaching/peer-review (login required) |
| Built Environment | <u>FBE.ADE.OFFICE@unsw.edu.au</u> | https://intranet.be.unsw.edu.au/staff/formative-peer-review-teaching-process (login required) |
| Engineering | <u>Alex Bannigan</u> | <u>Peer Observation of Teaching intranet site</u> (login required) |
| Medicine | <u>Chinthaka Balasooriya</u> (cc: <u>Julie Crowley</u>) | <u>Formative Peer Review of Teaching Website</u> |

Alternatively, you can ask a trusted colleague to provide feedback on your teaching.

Before you embark on a Summative Peer Review of Teaching, familiarise yourself with the Dimensions of Teaching for face-to-face and synchronous online teaching or asynchronous online teaching.

Who are my reviewers?

All reviewers are UNSW staff members chosen for their excellent track record in learning and teaching as evidenced by their teaching experience, knowledge of learning and teaching, teaching awards, publications or grants. They must be Level C (Senior Lecturer) or above. All nominations are approved by Faculty Associate Deans (Education) and the Pro Vice Chancellor (Education).

All reviewers have completed peer review training to meet the requirements of this role. A list of **approved peer reviewers** is available on the **Summative Peer Review of Teaching** website.

Reviewers allocated to your review cannot be from your School, but may be from your Faculty. One or both of your reviewers may be external to your Faculty.

Please note that you cannot choose who will be allocated to review you. However, you can specify reviewers you do not wish to be reviewed by. A list of reviewers is available on the **Approved peer reviewers webpage**. If there are any reviewers you do not wish to review you, please email their names to **peer.review@unsw.edu.au**.

What will be reviewed

A wide range of teaching sessions can be reviewed – lectures, workshops, seminars, studios, tutorials, lab classes, etc. If you are unsure whether your session qualifies as teaching, please contact **peer.review@unsw.edu.au**

Teaching can be reviewed in face-to-face, synchronous online and asynchronous online modes.

Summative Peer Review of Teaching is framed around nine Dimensions of Teaching: eight of these Dimensions are predetermined, the ninth dimension can be determined by the applicant.

- **Dimensions of Teaching for face-to-face and synchronous online teaching**
- **Dimensions of Teaching for asynchronous online teaching**

You must choose a minimum of six **Dimensions of Teaching**.

How long is the review?

For face-to-face and synchronous online teaching, the review needs to be a minimum of 60 minutes and no longer than 120 minutes.

For asynchronous online course activity, the review needs to be a minimum of 60 minutes and a maximum of 120 minutes of asynchronous online course activity undertaken over a time-frame defined by you.

It is a requirement of the Summative Peer Review of Teaching process that both reviewers observe the same segment of your teaching.

What do I need to prepare for the pre-observation meeting?

Invite your reviewers to a pro-observation meeting at a mutually convenient time. Please allow for 30-60 minutes.

Provide your reviewers with the following information:

Face-to-face / synchronous online

- Part of session observed. Reviewers will typically observe 60 – 120 minutes. Please advise the reviewers which part of your session they will review, e.g. beginning, middle or end of class
- How your teaching will reflect the Dimensions of Teaching you have chosen and their indicators.
- The intended learning outcomes and specific objectives of the session.
- A verbal overview of the course, including what stage it is at, what has been covered so far with the students, and how that is relevant to the session or course activity/ies the reviewers will observe.
- Information about the student cohort, the learning space and teaching approach(es) that might further inform the reviewers.

Asynchronous online

- How your teaching will reflect the Dimensions of Teaching you have chosen and their indicators.
- Identify where to look in the Moodle course and your role in the design and development of the course component(s).

If the session to be reviewed is a synchronous online teaching session or an asynchronous online course activity, it is your responsibility to provide the reviewers with a “staff auditor” role in your Moodle course.

What happens if there are significant inconsistencies between my 2 Summative Peer Review Reports?

If there are significant inconsistencies between your 2 reports, the Office of the PVCE may call for a third reviewer to review you.

What happens if my observation is significantly disrupted?

If your review is unexpectedly and significantly disrupted (the disruption impacts on the teaching and your observation, e.g. because a student falls ill, a power failure occurs or a fire alarm sounds), the class should proceed following the incident.

After the observation, you can organise a post-observation meeting to discuss whether the unexpected incident affected your ability to teach the session as planned. If the three of you agree that the disruption was significant, please contact peer.review@unsw.edu.au detailing:

- The nature of the disruption
- The way in which the disruption impeded the review process

The Office of the PVCE will consider the reported disruption and its impact. You and your reviewers will be informed of the PVCE's decision. In extreme cases, a second review may be conducted.

How long do I have to wait before I can be reviewed again?

You can be reviewed once every 12 months.

How long is a review report valid for?

Peer Review Reports are valid for 2 years from the date of the review.

You can use the same Summative Peer Review Reports as evidence of your teaching to apply for a UNSW Award for Teaching (Excellent Teachers) and/or for academic promotion (excluding research only academics).

Note that only your most recent Peer Review Report is valid.

What if I need to withdraw from my peer review?

If you need to withdraw from the peer review process, e.g. because of illness or a sudden emergency, please notify your reviewers as soon as possible via their email and the Office of PVCE via peer.review@unsw.edu.au.

How will the selection panel receive Summative Peer Review of Teaching documentation?

HR will notify the Office of the PVCE. Your reports and rejoinder (if applicable) will then be forwarded to HR by the Office of the PVCE.

Who else will receive my reports

The Office of the PVCE will not release your report for any purpose other than applications for academic promotion or UNSW Awards for Teaching.

However, you are free to use de-identified reports if you feel that they might strengthen your case, e.g. when applying for teaching awards outside of UNSW, applying for Learning and Teaching grants or for myCareer conversations with their supervisor.

Formative peer review contacts

Many faculties offer **Formative Peer Review** schemes intended to develop and improve teaching practice. If you would like to engage in formative peer review, please refer to the contact list below.

Contacts for the formative peer review schemes are:

| Faculty | Contact details | Information |
|----------------------|--|---|
| Art & Design | <u>Simon McIntyre</u> | |
| Built Environment | <u>FBE.ADE.OFFICE@unsw.edu.au</u> | <u>https://intranet.be.unsw.edu.au/staff/formative-peer-review-teaching-process</u> (login required) |
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| UNSW Business School | <u>Zhila Bahman</u> | <u>https://unsw.sharepoint.com/sites/Connect/Teams/Education/Partners/Support-of-Teaching.aspx</u> (login required) |
| UNSW Canberra @ ADFA | <u>David Meacheam</u> | |
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Frequently asked questions - applicants

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<https://teaching.unsw.edu.au/peerreview-applicants-FAQ>