Summative Peer of Teaching (SPRT): The Reviewee

UniSA has established the Summative Peer Review of Teaching (SPRT) process to provide individuals with additional evidence and feedback about their teaching. Those eligible include academics:

- applying for promotion, either on a Teaching Academic or a Teaching and Research pathway – to develop an additional evidence-base to support their application.
- new to UniSA – all continuing and fixed-term academic staff appointed from 1 July 2016 with teaching responsibilities will undertake a SPRT as part of their probationary period.
- identified by their line manager (through the performance development and management process) as likely to benefit from a SPRT to enhance elements of their teaching practice.

The SPRT process supplements other forms of teaching and learning data (e.g., myCourse Experience, student feedback, learning analytics, grade distributions, progression rates, etc.), that collectively can be used to inform activities such as probation, promotion and performance development.

Trained Reviewers who are UniSA staff are central to the Summative Peer Review of Teaching process

The Peer Review Manager (Dean of Programs or their delegate) is responsible for initiating and closing each SPRT. Each step is facilitated by UniSA's Summative Peer Review of Teaching (SPRT) software. The following sections comprise information that will be useful for the Reviewee:

Resources that inform and support the SPRT process

The following resources are available from the TIU's Summative Peer Review webpage:
- *The SPRT process* (an outline of the SPRT process)
- *SPRT Dimensions of Teaching to be observed* (the dimensions against which teaching can be reviewed)
- *Review environments and elements* (examples of teaching environments and aspects for review)
- *Example SPRT form* (an annotated copy of the report template provided in the SPRT software)

Additional resources:
- *9 Dimensions of Teaching Pre-Review Worksheet* (to assist reviewees with planning for their review)
- List of UniSA trained reviewers categorized according to academic units

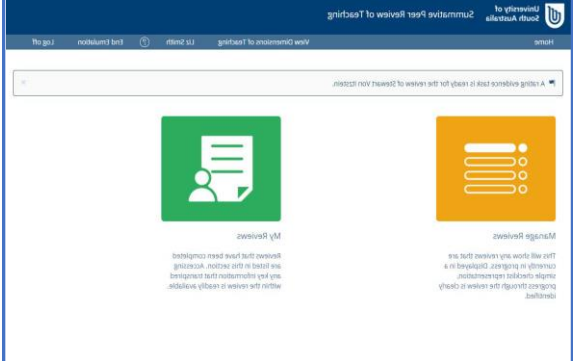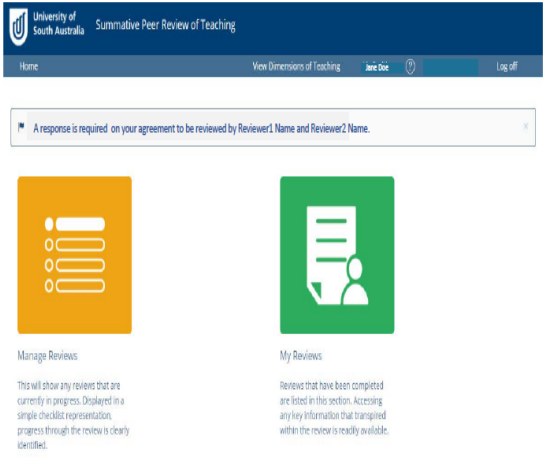## Introduction to the SPRT software

The SPRT process at UniSA is supported by specially designed software. Access to the SPRT online tool is available only to Peer Review Managers (Deans of Programs or their delegates); trained Peer Reviewers; and Reviewees who have had their SPRT initiated.

- The SPRT platform facilitates and documents each stage of the review process.
- The Review Manager can track the progress of the review at each stage.
- A link to SPRT can be found in the Staff Portal under the Online Tools tab.
- A login is required for access
- Summative Peer Review of Teaching Help is a learnonline help resource addressing commonly asked questions regarding the use of the online platform.

The SPRT process comprises **four (4)** processes: 1) the initiation of the review; 2) pre-review organisation; 3) observation and reviewers' report; and 4) entering the rejoinder and closing the review. These processes are detailed below.

1. Initiating the Review

Before a review can get underway, the Peer Review Manager (Dean of Programs or their delegate) must initiate the SPRT process using the SPRT online tool.

A. Discussion with Review Manager to initiate The SPRT process can only be initiated by the Peer Review Manager using the SPRT online tool. This step typically occurs during a meeting between the Reviewee/applicant at which they agree: • the purpose of the review • the course offering to be reviewed • the names of two eligible reviewers (one from the Reviewee's discipline and the other from a different discipline). The Review Manager may also independently initiate the SPRT. Once a review is initiated, Reviewees will have login access to the SPRT online tool, where they can access any past and current reviews under **My Reviews**.	
B. Notification of initiation Initiation of an SPRT triggers an email to the Reviewee to confirm the review has been initiated and to invite the verification of reviewers.	Dear Jane Doe, The Summative Peer Review of Teaching has been initiated by your Executive Dean or delegate, Review Manager. An aspect of your teaching will be reviewed by two trained reviewers. Please examine each reviewer's profile and either accept or decline their participation. If you decline one or both reviewers you are required to provide a reason. Please follow the link below. to examine the nominated reviewers. Examine Reviewers Please note: This is an automated email. Please do not reply.
C. Examine and accept/decline reviewers The Reviewee can click on the URL in the email to navigate to the SPRT software. Click the flagged task notification at the top of the page to **Examine Reviewers**.	

D. Reviewees must accept or decline the participation of each reviewer. A Reviewee must provide a reason if they decline a Reviewer. A reviewer may be inappropriate if you can identify a conflict of interest (such as a close professional or personal relationship) or an equity issue. The Review Manager will be notified of the decision by an automated email and will select an alternative reviewer (or reviewers). There is no further opportunity to decline the new reviewers, so it is recommended the Reviewee discuss Reviewers with the Review Manager, prior to selection.	
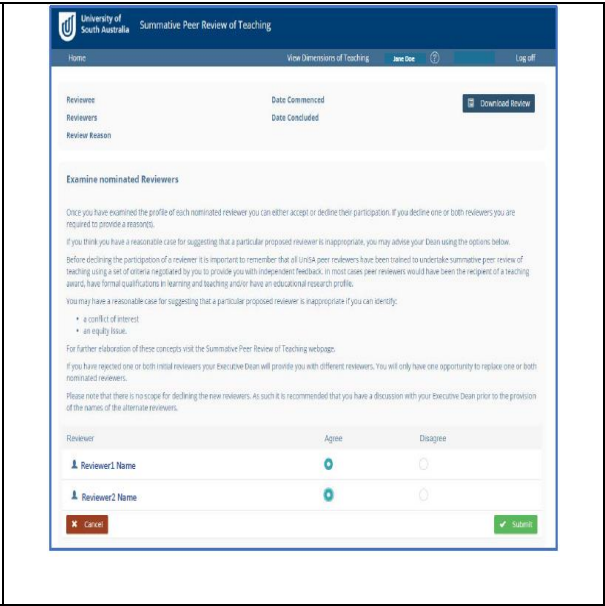
2. Pre-review Organisation

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E. Notification to begin Once two reviewers have been accepted by the Reviewee, and both reviewers have confirmed their participation, the review can begin. All participants are notified by email and advised that a pre-review meeting is ready to be scheduled.	
F. Scheduling the pre-review meeting The Reviewers should contact each other and the Reviewee to arrange a mutually agreed day/time/venue for the pre-review meeting (up to 1 hour). Either of the Reviewers must access the SPRT software to set up the pre-review meeting in the system. (The Reviewee does not have this option.) Once the details are saved, all attendees receive an email and calendar invitation for the pre-review meeting.	
G. Enter URLS – links to supporting resources The pre-review meeting notification email to the Reviewee includes an invitation to submit up to five links of resources to support the review (e.g., study guide, video, assessment task, website). These links form part of the record of the review. These resources should be discussed at the pre-review meeting (why are they relevant, how are they to be used by the reviewers in the one-hour observation). If necessary, in consultation with the reviewers at the pre-review meeting, these may be removed or replaced – up until the scheduled teaching	
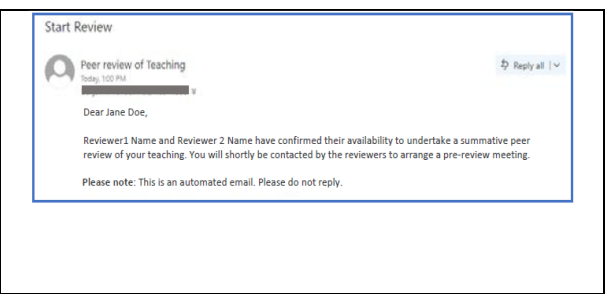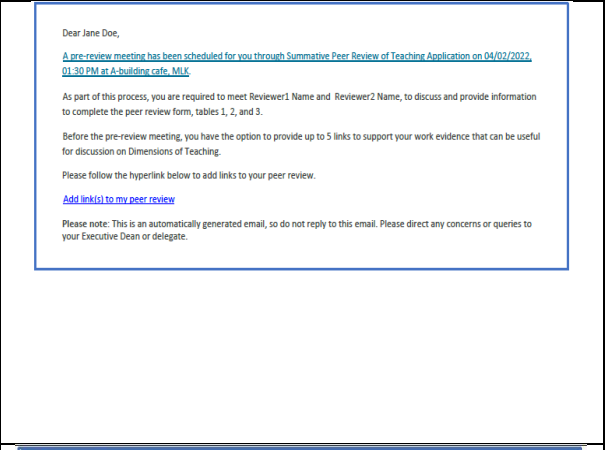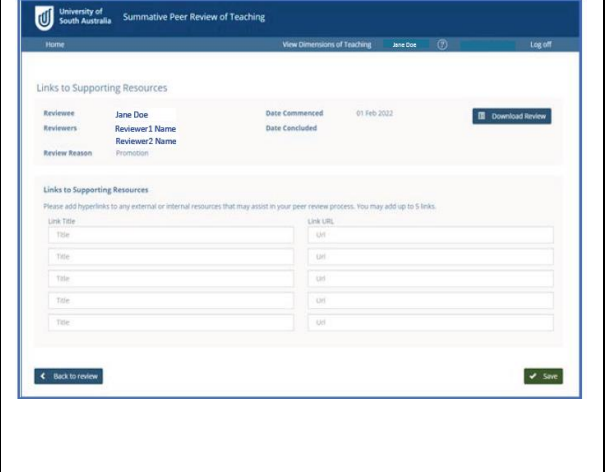
observation date.

H. The pre-review meeting – deciding on the observation details

The purpose of the pre-review meeting is to:
- set the date, time and location of the observation (no more than 1 hour duration, whether taking place at a real-time teaching event or examining a course learnonline site, virtual classroom, workbook, study guide, etc.);
- discuss the teaching activity to be observed and the context of the teaching activity;
- discuss any relevant components of the supporting documentation; and
- select the dimensions that will be reviewed.

These details are recorded in the **Observation Details** form by either Reviewer. The form should be discussed in the meeting and completed by the Reviewers either during the meeting or soon afterwards.

In discussion, alternative resources to those already submitted by the Reviewee may be identified to support the review. In that case, links to the previously submitted supporting resources should be rejected by the reviewers during this meeting. The Reviewee may access the SPRT tool to submit new or replacement links to support the review (up to 5) until the Observation begins.

The Reviewee drives the final selection of dimensions against which some aspect of their teaching will be reviewed. The participants should identify and agree on relevant indicators of the dimension in the context of the teaching activity to be observed.

If the incorrect dimensions have been saved, they can be modified in this form by the Reviewers up until the recorded date of the Observation. The dimensions cannot be changed once the review has begun.
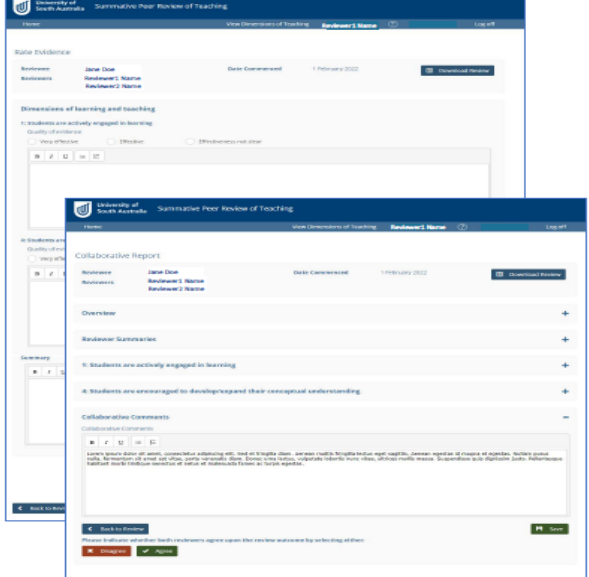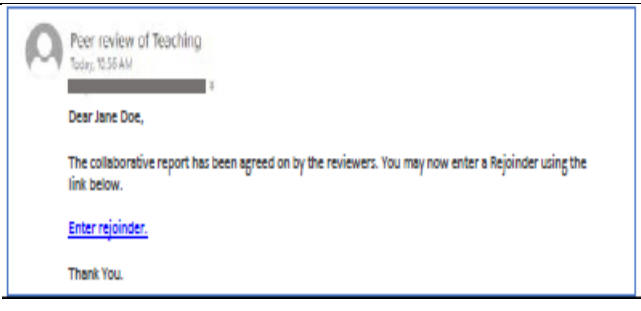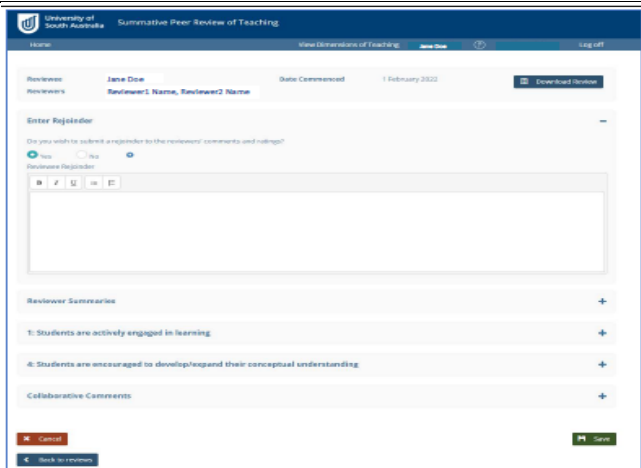
I. Scheduling the observation

Once the Observation Details form has been completed by the reviewers, a calendar invitation for the observation activity is sent to all participants.

3. The Observation and the Reviewers' Report

J. The observation session The observation activity can take no longer than one hour and is undertaken by both Reviewers at the agreed time. **Reviewers rate evidence** Each Reviewer will independently rate the effectiveness of the evidence provided for each selected Dimension of Teaching and provide comments to support their choice of rating. **Reviewers' collaborative report** Once the two Reviewers have submitted their independent reports, they then collaborate to review each other's ratings and comments, and to prepare a single Collaborative Report.	
K. Notification of collaborative report The Reviewee receives an email once the reviewers have agreed upon the Collaborative Report.	

4. Entering a Rejoinder and Closing the Review

L. View report and enter rejoinder The Reviewee can now view the completed report, including the (de-identified) individual ratings of the reviewers and their final, collaborative summary. The Reviewee can choose to lodge a short response (the rejoinder), which will form part of the completed SPRT report. The rejoinder will not be visible to the Reviewers. Note that if the Reviewee does not wish to add a rejoinder, they must still complete the **Enter Rejoinder** form (yes/no) and **Save**. Saving the form will notify the Peer Review Manager that the final report and rejoinder (if any) are available to view and that they must now close the SPRT in the online system to complete the review.	

For a printable, pdf copy of the full report, click **Download Review**. The Peer Review Manager, Reviewers and Reviewee all have access to a pdf version of the entire report. (The rejoinder will not be included in the Reviewers copy of the report.) The Reviewee can submit the pdf report as evidence for their promotion, probation or performance development.