# POET logoLake Superior College POET Peer Review Process

## POETPeer Review Team Members:

All online peer reviews will be coordinated by the Online Peer Review Coordinator **or an experienced peer reviewer.** Each peer review team will consist of three LSC online faculty members. One will be designated as the lead reviewer and, whenever possible, one will be an instructor from the discipline of the course being reviewed.

## Roles of Peer Review Members

**Online Peer Review Coordinator:** The Online Peer Review Coordinator (OPRC), along with other duties, will begin the peer review process. The OPRC is responsible for initially communicating with the instructor who is having a course reviewed. The OPRC will collect confidentiality forms from each reviewer for the academic year.

The OPRC will also make sure that the team is acceptable to the instructor whose course is being reviewed and adjust as needed. The OPRC will collect and save all the peer review materials when the review is complete and make sure the lead reviewer is paid his or her stipend. The OPRC will also be responsible for training new reviewers. At least one meeting between the OPRC and a new peer reviewer shall take place in order to understand how the rubric is used in a review. The OPRC may function as Lead Reviewer.

**Lead Reviewer:** The Lead Reviewer will make sure the instructor worksheet is filled out, and make sure the team members have copies of the instructor worksheet and official course outline.

The lead reviewer is responsible for communicating with all team peer reviewers and with the instructor who is having a course reviewed after the team is assembled. The lead reviewer will set a schedule (no more than three weeks from start to end) for the peer review and contact the IMS administrator to coordinate beginning and end dates for team peer review access to the course. The lead reviewer will also schedule and facilitate the peer review meeting to go over the initial evaluation. After the initial team meeting, the lead reviewer will draft a final evaluation, incorporating comments from the whole team. Once the whole team has read and approved the final evaluation rubric, the lead reviewer will send it to the instructor and meet with the instructor to go over the review. On completion of the review, the lead reviewer should submit all materials to the Online Peer Review Coordinator. At this point, the lead reviewer will be eligible for a $150 stipend. If the course reviewed is deemed “in progress,” the lead reviewer should also arrange a follow up meeting/check in with the instructor.

**Peer Reviewers**: Instructors can become peer reviewers after they have had at least one course reviewed and evaluated to meet minimum standards. Then they can request to become a peer reviewer to the Online Peer Review Coordinator. Team peer reviewers are responsible for communicating in a timely manner with the lead reviewer and completing their peer review rubric in accordance with the schedule set by the lead reviewer. Reviewers are also responsible for meeting with the peer review team to go over the draft of the peer review and for responding to the lead reviewer’s final peer review draft. Peer reviewers will turn in a copy of their individual review to the Lead Reviewer. Peer reviewers can apply to the Peer Review Coordinator to become lead reviewers after they have been on three peer review teams.

**Instructors who want courses peer reviewed:** Any instructor who wishes to have a course peer reviewed should contact the Online Peer Review Coordinator. The OPRC will send the instructor worksheet to be filled out. Once the instructor worksheet is filled out, the lead reviewer will contact the instructor as to the timeline of the review. The lead reviewer and instructor will meet after the review is complete and meet again if the course is deemed “in progress.”

## Information on the Review Process

### **Selection of Courses to be Reviewed:**

A course must be taught online at least once before being reviewed. Courses may be reviewed the semester after they have been taught or toward the end of a current semester. The Online Peer Review Coordinator will contact all peer reviewers and instructors who have requested course reviews to schedule the start of the process. Instructors will have at least one week notice before peer reviewers enter their courses.

### **Confidentiality:**

The faculty –driven peer review process is confidential. All communication regarding the course and its evaluation remains between the instructor, the peer review team, and the Online Peer Review Coordinator.

Before reviewers are given access to their first peer review course, they must complete a confidentiality form and turn it in to the Online Peer Review Coordinator. Confidentiality forms should be renewed once a year.

### **Instructor Worksheet and Course Outline:**

The Lead Reviewer is responsible for making sure the instructor whose course is being reviewed completes an Instructor Worksheet. The Lead Reviewer will distribute copies of the worksheet to team members. The Lead Reviewer must also acquire an official copy of the course outline (available electronically) and distribute it to team members.

### **Reviewing a Course:**

The lead reviewer will set a timeline for completion of the peer review and will work to keep team members on task. From the start of peer reviewer access to the course to completion of final draft of review, the review process should last no longer than three weeks. If the review takes longer than three weeks, the lead reviewer should contact the instructor for permission. Once team members have each reviewed the course and completed a rubric, the team will meet, and the lead reviewer will direct discussion about the individual review results. Following this meeting, the lead reviewer will compile rubric results and write a final review of the course. Once the final review is complete, the lead reviewer will send a copy to each of the team members for approval. Upon approval, the lead reviewer will share the results with the instructor of the course being reviewed.

**Follow-up Meeting:**

Once an instructor has received the written review of his/her course, the lead reviewer should arrange to meet with the instructor to discuss the results. This process can occur in person or virtually, at the discretion of those involved. This step in the process has proven extremely valuable and may result in the sharing of ideas and materials.

### **When Peer Review is Complete:**

The leader reviewer should turn in a copy of the final review and a brief summary of the process to the Online Peer Review Coordinator when the review is complete: Copies of reviews will be kept for three years.

### **When a Course is evaluated as “In Progress”:**

Courses that do not meet minimum standards will be referred to as courses "in progress." Lead reviewers will strongly encourage instructors with courses “in progress” to make necessary changes before the course is offered again and will point the instructor to resources/training if appropriate. The instructor may request a second review when necessary changes to the course have been made. The same lead reviewer will conduct this second review, in consultation with the original peer review team if possible. Once the course meets minimum standards, the lead reviewer is responsible for writing the revised peer review to be submitted to both the instructor and the Online Peer Review Coordinator.

The lead reviewers should check in with the “in progress” course instructor 10-12 weeks after the peer review is complete to see if the course is ready to be re-reviewed. Ideally, instructors should update an “in progress” course to meet minimum standards within six months of their review. Instructors could have up to **one year** to update if needed. After **one year**, the peer review process would need to start again from the beginning.