Applicant has the option to write a rejoinder and send it to the Education Portfolio for inclusion with review reports in applications.

Applicant submits a Request Form for Peer Review of Teaching on the Peer Review webpage.

Education Portfolio identifies appropriate reviewers and notifies them of the review details.

Education Portfolio informs the applicant of their two reviewers.

Applicant organises a 30-minute pre-observation briefing with two reviewers.

60-minute face-to-face peer observation/online peer review takes place.

Reviewers submit completed peer review reports to Education Portfolio within two weeks of the review.

Education Portfolio checks two reports for any significant inconsistencies or errors and then sends reports (de-identified) to applicants.

In case of error: Education Portfolio notifies the reviewer to correct any identified errors and return the reports to Education Portfolio.

In case of significant inconsistencies between reports: Education Portfolio may call for another review.

Second peer review is conducted.

Applicant has the option to write a rejoinder and send it to Education Portfolio for inclusion with review reports in applications.

Reviewer
Fills in the front page of the reporting template, confirms Dimensions of Teaching, and the time and venue of the review session with the applicant.

Peer Review Process Provides an overview of the course and session objectives, selects Dimensions of Teaching, and confirms time and venue for peer review.

Optional post-observation meeting if the peer review session is interrupted unexpectedly.

Individual Teaching Award Application
Colleges notify Education Portfolio of staff from college who want to apply for a teaching award, and Education Portfolio forwards peer review documentation to colleges for their selection process.

Colleges select staff applications to put forward for University Individual Teaching Awards.

University panel recommends teaching award winners.

Colleges notify Education Portfolio of staff from college who want to apply for a teaching award, and Education Portfolio forwards peer review documentation to colleges for their selection process.