



Peer Review of Educational Practice Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Staff Performance and Development Policy](#)

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1. The University's commitment to assuring a high quality education experience for students will be supported by peer review of educational practice.

2.2. Peer review of educational practice will be aligned with the [Higher Education Standards Framework \(Threshold Standards\) 2015](#):

- (a) Section 2.6 – requires identification, implementation and dissemination of quality teaching practices;
- (b) Section 4.5 – requires quality assurance for delivery of educational programs onshore and offshore whether programs are delivered by Curtin or their partner institutions; and
- (c) Section 5.3 – effective management of staff recruitment, workload, promotion, induction, performance review and professional development.

2.3. The opportunity or recommendation to undertake peer review of educational practice will be included in the annual Work, Planning and Performance Review.

2.4. Peer review of educational practice opportunities will include:

(a) Formative Review of Educational Practice

Formative Peer Review involves a variety of collegial developmental activities providing opportunities to enhance teaching from and with others. The outcomes of this are used for development of teaching.

(b) Summative Review of Educational Practice

Summative Peer Review is a formal process in which practice is evaluated by an experienced / trained reviewer. The outcomes of this provide evidence of teaching excellence.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 3,

3.1. **The Curtin Learning Institute** (Curtin Learning and Teaching) are responsible for:

- (a) Development and dissemination of appropriate peer review of educational practice guidelines;
- (b) Providing professional development for participants and reviewers; and
- (c) Monitoring and evaluating the peer review of educational practice initiative.

3.2. **Line managers** are responsible for:

- (a) Ensuring all academic staff undertaking teaching activities have opportunities to engage in peer review of educational practice; and
- (b) Incorporating of peer review of educational practice in the annual Work, Planning and Performance Review as a teaching-related duty.

3.3. **Academic staff undertaking teaching activities** are responsible for:

- (a) Reflecting on and developing their teaching using Curtin's Teaching Excellence Criteria.
- (b) Undertaking Peer Review of Educational Practice as part of professional development within a three year cycle.

4. SCOPE OF PROCEDURES

These procedures apply to all academic staff undertaking teaching activities at all University campuses except in teaching situations where it would be inappropriate to do so.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Nil

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Curtin Expectations for Academic Performance](#)

[Staff Performance and Development Policy](#)

[Curtin University Academic, Professional and General Staff Enterprise Agreement 2012 – 2016](#)

[Tertiary Education Quality and Standards Agency](#) and the [Higher Education Standards Framework \(Threshold Standards\) 2015](#)

Policy Compliance Officer	Beatrice Tucker , Director, Curtin Learning Institute Curtin Learning and Teaching
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1 st April 2021

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
New	Approved	28/03/2014	Academic Board	AB 52/14	Attachment 3 to Document No 00282/14
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Approved	13/06/2017	Deputy Vice-Chancellor, Academic	EM1718	Unconditional, includes a title change