



Peer Review of Teaching Procedures

1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Staff Performance and Development Policy](#)

2. IMPLEMENTATION PRINCIPLES

- 2.1. The University's commitment to assuring a high quality education experience for students will be supported by peer review of teaching.
- 2.2. Peer review of teaching will be aligned with the [Tertiary Education Quality and Standards Agency's threshold standards \(2011\)](#):
 - (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 teaching will be included in the annual Work, Planning and Performance Review.

3. PROCEDURAL DETAILS

3.1. Peer review of teaching opportunities will include:

(a) Collaborative peer review of teaching

Collaborative peer review of teaching involves reciprocal observation and discussion between colleagues. The outcomes of this are used for development of teaching.

(b) Developmental and evaluative peer review of teaching

- (i) Developmental peer review is conducted by trained reviewers and provides participants with formative feedback about their teaching. The outcomes of this are used for development of teaching.
- (ii) Evaluative peer review is conducted by trained reviewers and provides participants with summative feedback about their teaching. The outcomes of this will provide evidence of teaching excellence.

(c) Open-door classroom

Open-door classroom involves highly skilled innovative teachers inviting peers to attend a nominated teaching session followed by an informal discussion.

4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3,

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

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

4.2. Line managers are responsible for:

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

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

- (a) Reflecting on and developing their teaching.

5. 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.

6. DEFINITIONS

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

Nil

7. SCHEDULES

Nil

8. 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 \(Threshold Standards\) 2011](#)

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Approval Authority	Deputy Vice-Chancellor, Academic
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and 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