

# Peer Review of Teaching Practice

UPR HR11 version 07.01

## Policies superseded by this document

This document replaces version 07.0 of UPR HR11 with effect from 1 September 2024.

## Summary of significant changes to the previous version

This document has been amended to reflect the review of provision in scope for Ofsted inspection (see section 6).

Other amendments have been made to reflect current processes.

## Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Introduction

- 1.1 The procedures described here are based on those established by the Quality Assurance Agency (QAA) and are augmented by links to staff development and staff appraisal.
- 1.2 The purpose of peer review of teaching is to enhance the quality of learning, teaching and assessment and to improve practice through critical reflection and professional conversation.
- 1.3 The University's peer review of teaching policy places a strong and active focus on learning from reviewing good practice in addition to being reviewed.

## 2 Definitions

For the purposes of this document, the following definitions will apply:

**'staff':**

all staff who are active teachers, including those on part-time or fractional appointments, Visiting Lecturers and research staff who undertake teaching.

**'peer reviewer':**

staff member who is reviewing the teaching practice of a peer

**'peer reviewee':**

staff member who is being reviewed by a peer reviewer

**'link colleague'**

member of staff appointed to support and mentor new members of staff as part of the local induction process

## 3 Policy

- 3.1 The University adopts the principle that peer review of teaching is a worthwhile and necessary practice that enables individuals to be aware of the strengths and weaknesses of their teaching and provides a means through which individuals can improve the effectiveness of their teaching.
- 3.2 All staff with teaching responsibility from 0.2 Full Time Equivalent upwards will be reviewed annually and undertake reviews in accordance with the process described in section 4. Visiting Lecturers will be automatically included in the process if they teach beyond the threshold of 0.2 Full Time Equivalent or 110 teaching hours per academic year. Visiting Lecturers who do not meet this threshold will be invited to take part at their discretion. Visiting Lecturers will be remunerated.

## **4 Process**

### **4.1 Principles**

- 4.1.1 Peer reviewers and reviewees must have a thorough understanding of the process and it is essential that all staff have appropriate development before carrying out the task. Staff engagement with development activity will be monitored by the School, with the support of the Centre for Learning, Access and Student Success.
- 4.1.2 The value of reviewing others is recognised and the aim is to ensure that within a short time all staff become reviewers.
- 4.1.3 Each member of staff will normally be reviewed once per annum.

### **4.2 Nomination of reviewers and allocation to reviewees**

The responsibility of overseeing the nomination of staff being reviewed will be undertaken by Associate Deans of School (Learning and Teaching). A peer reviewee will normally have a different peer reviewer in succeeding years. The Associate Dean of School (Learning and Teaching) will publish a list of peer reviewers and peer reviewees.

### **4.3 Preparatory arrangements and choice of session**

It is the responsibility of the peer reviewer to contact their peer reviewee to identify one or more areas for review. In practice, there will be some negotiation between the reviewer and the reviewee to take account of availability.

### **4.4 The review**

- 4.4.1 If the peer review involves reviewing a teaching session, the reviewer must arrive in good time before the session commences and will normally stay for one (1) hour, unless the session is shorter, in which case the reviewer will stay for the whole session.

**(Note:**

To ensure a smooth changeover between teaching sessions, University practice is that teaching sessions begin five (5) minutes after the time scheduled for commencement of the session and conclude five (5) minutes before the scheduled end of the session.)

- 4.4.2 If the reviewer is considering teaching materials, for example, a Virtual Learning Environment (VLE) module site, distance learning materials or an assessment exercise, they should normally spend one (1) hour with the person being reviewed to allow for explanation and discussion of the materials.

### **4.5 Feedback**

- 4.5.1 Feedback should be given directly after the review session or as soon as is practicable thereafter.

## **4.6 Reflection and feedback to appraiser**

4.6.1 After the review, peer reviewer and reviewee will meet to critically reflect on the session, identifying points for consideration, areas of good practice and matters for the university. A critical reflection is provided to support this process. Peer review records will be accessible to Deans, Associate Deans (Learning and Teaching) and to relevant professional staff for administration purposes only.

4.6.2 The Associate Dean of School (Learning and Teaching), with the support of professional staff, will use the records to:

- i ensure that all relevant staff and appropriate teaching and learning sessions are being reviewed;
- ii identify examples of good practice within the School;
- iii identify staff development activities for the School as a whole;

**(Note:**

Information relating to general staff development needs may also be used at School level to help plan staff development events.)

- iv collate information on issues concerning teaching rooms for onward reporting to the Director of Learning and Teaching, the Chief Information Officer, the Director of Estates, Hospitality and Contract Services, People Development and to other managers, as appropriate;
- v inform the production of an annual report that:
  - a will inform the production of the Annual School Report on Academic Quality and Student Experience, which is received by the Education and Student Experience Committee and the Academic Standards and Audit Committee of the Academic Board
  - b as a means of sharing good practice at institutional level, will be summarised briefly in the Annual Report of the School Academic Committee to the Academic Board which is received both by the Education and Student Experience Committee of the Academic Board and the Board itself.

## **5 Teaching reviews for new staff**

5.1 The process of review for new staff in their first year of teaching will vary from the process described in this document in that new staff will be reviewed once by their Dean of School (or nominee) and once by their link colleague. They will also have an assessed review within their Postgraduate Certificate in Learning and Teaching in Higher Education programme (PGCertHE).

5.2 New staff will be eligible to take part in the peer review process once they have completed their probationary period of employment satisfactorily.

## 6 Review of teaching on provision subject to Ofsted inspection

- 6.1 Staff who teach on provision that is subject to inspection by Ofsted will be required to take part in a different process designed to prepare them for involvement in Ofsted inspections. At inspection, a lesson visit/s will involve an inspector plus a member of University staff attending a taught session. This is detailed in Ofsted ITE Framework and Handbook for initial teaching education, and the Ofsted Further Education and Skills handbook for apprenticeship provision.
- 6.2 These staff will capture the learning from this process and may do so in place of their peer review of teaching.

## 7 Monitoring and Evaluation

The Peer Review process and its appropriateness and acceptability will be monitored and evaluated by the Education and Student Experience Committee of the Academic Board.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2024**

### Alternative format

If you need this document in an alternative format, please email us at [governanceservices@herts.ac.uk](mailto:governanceservices@herts.ac.uk) or telephone us on +44 (0)1707 28 6006.