# RSCC Online Peer Review Process

Start Request

- Faculty fills out our "Faculty Request Peer Review Form" at:
  http://ctat.roanestate.edu/pilotsprograms/rscc-online-peer-review/
- Sends it to Dr. Susan Sutton at suttonsr@roanestate.edu
- She notifies Matthew Ward who will collect some information from the faculty member
  - Home address
  - Course name & number
  - Dates when you will start the designing/redesigning the course
  - Dates When you will finish designing/redesigning the course

  *Remember the 30 days needed for peer review will be included within the start and end dates of the contract. (Two weeks for peer reviewers to do their reviews - one week for them to meet with leader and provide their feedback - one week for leader to meet with faculty member to give the faculty member the combined anonymous feedback).*

Receive Contract

- Matthew Ward creates contract for designer
  - Date you will be developing the course (beginning and end date)
  - Need month to do peer review
- Sign contract
  - Faculty signature
  - Dean's signature
  - Administrative signature
- Return contract to Matthew
- Faculty, Susan Sutton and Matthew are notified contract is fully executed
- Faculty designs/redesigns his/her course
- When course is ready for Peer Review faculty member will let Susan Sutton know they are ready for Peer Review

Review

- Susan Sutton will put Peer Review Team together
  - 1 Leader
  - 2 Mentors
- Matthew Ward creates contracts for peer reviewers
  - Date – timeline
- Sign contract
  - Faculty signature
  - Dean's signature
  - Administrative signature

- Return peer reviewer contracts to Matthew
- Faculty, Susan Sutton and Matthew are notified contracts are fully executed
- Susan will have course cloned and add peer review team to the cloned course and notify the peer review team they can now begin the peer review process. She will send the team the rubric, the Confidentiality Statement, and information on how to enter the course.
- Team signs Confidentiality Statement and sends back to Matthew Ward
- Team Reviews
- Team meets with leader to give their feedback to leader
- Leader combines feedback to give to faculty member (anonymous)
- Complete review within 30 days (2 weeks for team to review, 1 week for team to meet, and 1 week for leader to meet with faculty member to provide feedback).
- Team Leader gets with faculty member to give them feedback

Revise

- Faculty member makes changes
- Faculty member notifies team leader that changes are complete
- Team leader confirms changes have been made

Wrap-up

- Team leader notifies Susan Sutton and Matthew Ward so faculty member and peer review team can be paid.
- If faculty member has not been through the Peer Review Training but have had a course peer reviewed they are now eligible to become a mentor on a Peer Review Team

Resources: http://ctat.roanestate.edu/pilotsprograms/rscc-online-peer-review/