RECOMMENDED BEST PRACTICES FOR PEER COURSE REVIEW

The Curriculum and Education Policy Committee approve these recommendations.

1. **Assignment of reviewers:** Where feasible, 2 reviewers should be assigned to review courses and one of the reviewers should have familiarity with the topic area of the assigned course.
2. **Pre-course discussion with instructor(s):** Reviewers should try to talk with the course instructor(s) to determine whether there are parts of the course that the instructor(s) would like most feedback and which of the scheduled lectures the instructor(s) recommend be attended by the reviewers.
3. **Attending classes and/or discussion sections:** Where feasible, reviewers should try to attend at least 2 lectures and/or discussion sections and the 2 reviewers should try to not attend the same lectures. If possible, reviewers should also try to talk with students and TAs during class breaks, after class, or via e-mail. Reviewers should also be respectful of the instructor(s) by arriving in the classroom before the start of the lecture and asking the instructor(s) where the reviewer should sit within the classroom.
4. **Review of course website for design and content:** Reviewers should request access to the Canvas course website prior to the start of the course. If the course syllabus is not available on the website, reviewers should request copies of the syllabus from the instructor prior to the start of the course.
5. **Use of checklists:** It may be helpful for the departments and programs to develop checklists of items related to both the lecture and course website reviews as reminders of things to pay attention to and to include in the final report.
6. **Exchange of reviews between reviewers:** If feasible, the 2 reviewers should exchange and discuss their reviews prior to writing the final report.
7. **Post-course discussion with instructors:** The reviewers should try to talk with the instructor(s) prior to writing their final reports to discuss any strengths and weakness that will be included in the final report.
8. **Submission of the final report:** It may be helpful for the departments and programs to develop an electronic form for the final report. Instructor(s) should have the opportunity to approve or rebut in writing, any comments included in the final report prior to submission of the report to the department chair.