

## Procedure for Peer Review of Online Courses at Rowan University

1. Online Instructor completes the request for a peer observation within their Rowan Online portal. They will be asked to complete the **"Pre-conference Form"** which gets sent to the Department Chair.
  - a. Department Chair assigns Observer
  - b. Department Chair notifies Instructor and Observer
  - c. Instructor & Observer acknowledges assignment
2. Pre-conference between Peer Observer and Online Instructor (may be done via phone or Skype)
  - a. Observer contacts Instructor if clarifications are needed after receiving the pre-conference form
  - b. Identify dates for the observation
  - c. Instructor and Observer acknowledge the pre-conference is complete
3. Instructor requests course access for the Observer from Rowan Online
  - a. Rowan Online enrolls the Observer into the approved section of the Instructor's course for the approved observation time
4. Observation
  - a. Observer logs into course
  - b. Observer will complete their observation within the assigned period
  - c. Observer has access to the **"Faculty Peer Review Guide"** that provides guidance for where to look for instructional information and what type of evidence to look for.
5. Observer completes **"Faculty Peer Observation Report"** form with feedback in comment sections
  - a. Completed, signed and dated report of the observation shall be given to the online instructor within two (2) calendar weeks of the observation (MOA, sec. 2.6423)
  - b. Instructor and observer acknowledge completion of the observation
6. It is recommended that a post-conference is set up to discuss observation and process (may be done via phone or Skype)
  - a. The Observer shall be available for discussion of the observation with the Instructor within a reasonable time following the observation.
  - b. The Instructor may print/export PDF of the report for their records (also to use in T&R packet if necessary)

Notes to <b>OBSERVER:</b>	Notes to <b>INSTRUCTOR:</b>
<ol style="list-style-type: none"> <li>1. It is recommended that observations take place after week 3 of the course.</li> <li>2. Rowan Online's week starts on Tuesday at 12:01 a.m. and ends Monday at 11:59 p.m. Usually all initial discussion posts must be posted by Friday at 11:59 p.m. with replies posted by Monday at 11:59 p.m.</li> <li>3. Rowan 8-week courses are condensed and each week reflects two weeks of face-to-face time.</li> <li>4. The instructor has little control over the formatting and layout of the course. Rowan Online uses a standard format for all classes to provide Rowan online students with a consistent learning environment.</li> <li>5. If the Instructor did not design the course, they have little control over the modules, quizzes, etc.</li> <li>6. <b>REMEMBER</b> - the focus of this evaluation is course instruction and you should look for information such as the quality and frequency of announcements, meaningful participation in class discussion boards and thoughtful/stimulating comments on student papers.</li> </ol>	<ol style="list-style-type: none"> <li>1. It is recommended that observations take place after week 3 of the course.</li> <li>2. Research recommends that the observer observes a completed week instead of a live week.</li> <li>3. The observer will have access to emails within the Canvas system only from their date of entry/enrollment. If you have other correspondence (phone, email, social media, conference tool, etc.) you would like them to see, you will have to provide access.</li> <li>4. Observers can see announcements for all weeks of the course.</li> <li>5. <b>REMEMBER</b> - be sure to provide a context for the week(s) that the observer will be viewing by providing how this particular part of the course fits in the whole course (e.g. what students have learned so far and what is to come).</li> </ol>