



MASSEY UNIVERSITY

INSTRUCTIONS FOR BEING A PEER REVIEWER

The following instructions are designed to ensure you understand your role and responsibilities in being a peer reviewer. They provide some general rules and suggestions to ensure that peer review is conducted in an open and constructive manner.

Step 1 Invitation to be a Reviewer

Respond to the invitation to be a reviewer. You may wish to invite the person to undertake a reciprocal review of your paper. Make sure you understand the type of review being requested along with the teaching and learning context, as reviews are always context dependant.

Step 2: Prepare for the Peer Review

Negotiate a mutually convenient timeframe for conducting the review. Understand the constraints of the review and be clear about the expectations and whether you can complete the review in the time available. Familiarise yourself with the *Peer Review Framework for Paper Development* and request any relevant information you think will assist you in understanding the paper design. Gather background information on the paper's context, online learning category, how long the staff member has been teaching the course, and so on.

Step 3: Briefing with the Reviewee

It is important that you negotiate all aspects of the review. You need to clearly communicate the aspects of the review that you are willing or comfortable to undertake. Discuss what the reviewee wants to get out of the review and if there are specific areas they want you to focus on. Agree on the method of gathering the information and negotiate access to the Stream environment. Identify if anyone else is involved in the review. Also discuss the extent to which the completed report is confidential.

Step 4: Doing the Review

The requirements will depend on the type of review. In the case of a *Paper Design Review*, gather the relevant learning resources from the Paper Coordinator. Set aside at least one hour to review all the relevant material, including the Stream environment. Use the prompts and questions in the Peer Review Framework to guide your review along with any specific directions the Paper Coordinator has requested. Contact the Paper Coordinator if you need access to further information.

Step 5: Writing the Report

Select the appropriate report template. Paper Design Reviews can be completed electronically using the dynamic PDF form. Reports are understandably very sensitive. Provide feedback on what the staff member is doing well before you consider areas of improvement. It is important to express any criticism in a constructive way. Take the circumstances and experience of the staff member into account. Review is essentially a reflective and dialogical process and so the most useful feedback you can give will engage staff in the issues most relevant to their personal circumstances. Provide as much feedback as you think the staff member can reasonably take on board – too much information or too detailed an analysis may be counterproductive to the goal of continuous enhancement.

Step 6: After the Review

Offer to meet with the staff member(s) to discuss your feedback. It is important to engender a supportive approach. In some cases you may offer to review the paper a second time after the Paper Coordinator has made changes based on your feedback. You may wish to assure the reviewee that you will not intentionally reveal the findings of the review without their explicit permission. Thank the reviewee for giving you the opportunity to learn from the way they have designed their paper. Think about ideas and designs you came across that may be useful in your teaching.