

Course Peer Review

Peer Review Process



STEP 1

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ATS will introduce the faculty to the assigned Peer Reviewer/Instructional Designer

STEP 2

...

ATS will email the starter kit to both the faculty and the Peer Reviewer

STEP 3

...

Faculty will use the review document and will self-review the course

STEP 4

...

Kick off meeting: Peer Reviewer/Instructional Designer will meet with the faculty

STEP 5

...

Faculty will give the Peer Reviewer course access

STEP 6

...

Peer reviewer will review the course using the Internal review [checklist](#)

STEP 7

...

Peer Reviewer meets with the faculty to go over his/her provided QM standard based recommendations/suggestions

STEP 8

...

Faculty apply requested adjustments in the course

STEP 9

...

Peer reviewer reviews course changes, provides feedback if needed

STEP 10

...

Peer Reviewer will inform ATS of successful completion of the peer review process

STEP 11

...

ATS will mark the course complete, stipend will be processed

Recommended Timeline

****Note: This is ATS' recommendation to ensure deliverables are completed. Please work with your Peer Reviewer to determine what works best for each of your own schedules in order to meet the program deadline.**

Mar 7



- ✓ Orientation
- ✓ Program Begins
- ✓ Peer Reviewer review starts



Mar 27



- ✓ Peer Reviewer review ends



Mar 28



- ✓ Faculty adjustments start



Apr 17



- ✓ Faculty adjustments end



Apr 18



- ✓ Peer Reviewer checks for adjustments



Apr 24



- ✓ Peer Reviewer/Instructional Designer checks for adjustments ends
- ✓ Deliverable due



Summer



- ✓ Stipend disbursed