



Responsibility	Expectation
Review at least 2 and up to 5 courses per academic year	<ul style="list-style-type: none"> • Depending on the faculty development program, (Quality Essentials I, 23 standards; and Quality Essentials II, 19 standards) the Peer Reviewer will review faculty courses using either the 23 or 19 QM standards. • The Peer reviewer is required to review assigned faculty’s course within the campus LMS. • The peer reviewer is required to utilize the internal review documents for the review process. • The peer reviewer is required to provide constructive feedback/suggestions for the course instructor.
Communication with the course instructor	<ul style="list-style-type: none"> • Schedule a kickoff meeting with the course instructor. • The peer reviewer should schedule a meeting with the course instructor to go over the suggestion/feedback. • Communicate suggestions/feedback with the course instructor throughout the whole review process.
Communication with ATS	<ul style="list-style-type: none"> • Stay in touch with ATS and inform ATS of any disregard from the course instructor. • Stay connected with ATS and inform ATS of the successful completion of the Peer Review process.
Observe confidentiality and intellectual property rights	Please communicate only with the course instructor of the Course Peer Review program and members of your team for the review process about what you find in the course you are reviewing. You must maintain strict confidentiality about any courses accessed during the review process, including any learner information contained in these courses. You may not change, copy, or modify any internal documents within a course. You must observe copyright laws and respect the intellectual property rights of the creator of the materials and the Quality Matters Rubric.
Solve technical issues immediately	<ul style="list-style-type: none"> • Inform the course instructor and/or ATS if you encounter difficulty accessing or navigating the course. • Contact the course instructor and ATS if you need technical assistance.
Thank You!	Upon successful completion of working with your paired instructor and reviewing their course, your stipend will be processed.

Peer Reviewer Signature: _____ Date: _____

Print Name: _____