



Academic Technology Services

Faculty Online Readiness Program

● Peer Review Process ●

Introduction:



1

The FORP course officially launches



2

ATS introduces the faculty to their assigned Peer Reviewer.

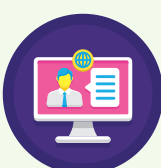
Faculty Self-Review:

Steps 3-8 are due by the Monday before the course ends.



3

Faculty either annotates or downloads the FORP checklist found in Assignments and Module 0 of the FORP course.



4

Faculty chooses a Canvas course that will/would be delivered online (synchronously or asynchronously) to apply the FORP checklist.



5

Faculty makes changes to their course as they see fit (to two weekly modules), per the FORP course's checklist. Please reach out to your assigned instructional designer if you have any questions.



6

In the FORP checklist, faculty marks the 'self-review' column to indicate whether a checklist item is met or not met.



7

Concurrent to step six, faculty shares comments to course reviewers so they can find evidence of the met checklist items.



8

After these aspects of the checklist are complete, faculty submits the checklist to the Canvas Assignment.

Feedback Phase:

Steps 9-12 are due by the instructional designer and Peer Reviewer on the Thursday before the course ends.



9

With the faculty's permission, ATS will enroll the peer reviewer in the Canvas course for the purpose of reviewing it.



10

Peer reviewer and instructional designer simultaneously will review the faculty's course and use the faculty's self-review notes for guidance.



11

Peer reviewer and instructional designer complete the remaining columns in the FORP checklist and add comments in the Canvas Assignment. Faculty will be notified in the FORP course when feedback comments are complete.

12

At this point, this deliverable is considered 'Met.' If there are items on the checklist that are not met, faculty are encouraged to continue to work with their assigned instructional designer for additional support.

Revision Phase [Optional]:

Steps 13-15 can be completed after the course officially ends.



13

Faculty reviews checklist and feedback, and makes changes to their course one more time if necessary.

14

Peer reviewer and instructional designer review the course once more and Instructional Designer marks the faculty's checklist as complete.

15

During any step, faculty can ask the instructional designer questions and/or meet for a 1:1.