

Protocols for reviewers undertaking peer review of teaching in the Melbourne Teaching Certificate (MTC)

Acting as a reviewer serves two equally important purposes, to:

- provide feedback to a colleague;
- observe another's teaching for the purpose of reflecting on and learning about one's own teaching.

Thus:

1. Reviewers will approach their role in the spirit of respect and collegiality and will always behave in a professional and sensitive manner.
2. Without exception a reviewer is a silent observer. While they may be introduced to the class, during a class a reviewer will not speak, address the students, participate in learning activities or give opinions on the teaching or the material presented.
3. Agreements made at pre-review meetings or discussions will be recorded on Form A and abided by during review.
4. In the rare circumstance that a reviewer finds they have ethical objections to undertaking a review or does not believe they will be able to observe these protocols they will inform the MTC coordinator immediately so that alternative arrangements can be made.

Date:.....

Name (print)

Initials

Name (print)

Initials

