

Site Visit /Role of the peer reviewer



Objectives

- Identification of the Developmental Engagement.
- The purpose of the site visit.
- Role of the peer reviewer.
- How to do it.

Developmental Engagement

- Will be conducted during the transitional period.
- Will not lead to accreditation.
- The outcome will not be used directly to determine accreditation at later stage.

How ?

- Be sure that you have the material of the Faculty (soft and hard) .
- Identify the area on the Annual self evaluation report that you will work on
- Be sure that you have all the e-mail addresses of the chair, other peer reviewers and QAAP office.

HOW? *(cont...)*

- Read your area in the report to be sure that all data are available.(use annex F)
- Write the initial commentaries.
- Read the AFSR report again using annex I .
- Collect the evidences you need from the available documents

HOW? *(cont...)*

- List your commentaries again to be sent to the rest of the team .
- Have a meeting with the chair and the rest of the team to discuss the initial commentaries together and to be sure that no conflict in the them and that all commentaries covered the whole report properly.
- Prepare the inquiries to be explained by the facilitator at the day 0.

HOW? *(cont...)*

- Read the outline of the site visit schedule to identify the meetings time.
- Prepare the questions that will be asked in the meeting that will discuss you area in the report
- Identify you role in the other meetings.

HOW? *(cont...)*

- Record carefully during the meetings.
- Wrap up at the end of each day your conclusions with the rest of the team.
- Be sure that you reviewed the evidence each day at the Base-room.
- Ask for any evidence you need from the facilitator before the end of the visit.

HOW? *(cont...)*

- Try to write your evidence-based conclusions at the end of each day.
- Formulate your report at the end of the visit to be ready for the day of writing the report with your chair and the rest of the peer-rewires.



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QUESTIONS

Tips of good peer-reviewing

- Work with the spirit of a team work.
- Have a consensus .
- We are not inspectors .
- We help the Faculty to have successful DE phase that will end in accreditation.
- Respect the Faculty's pride.
- Do not suggest any solutions for the Faculty.

Tips of good peer-reviewing

- Communicate through the e-mail properly.
- Be sure about you conclusions and have an evidence for each.
- Be sure that the report is correct, clear, fair, and balanced.
- Editing.
- Be ready to do the correction needed to release the second ,third ,and final report.



GOOD LUCK