



# Peer Reviewer Application Information

The Quality Matters™ program invites faculty to apply to be Peer Reviewers. The QM program serves as a benchmark for quality assurance and standards of excellence in online learning through a comprehensive rubric and peer review process.

## Criteria to be a Peer Reviewer:

- Prior training in online teaching:** You should have formal training within the institution or other formal training.
- Online teaching experience:** You should have taught online for more than two semesters and have taught within last 18 months.
- Current QM peer reviewer training:** You should have successfully completed official QM Peer Reviewer Certification Training (F2For online) on the current Quality Matters rubric standards.

## Benefits of being a Peer Reviewer:

- You will develop your own critical assessment skills, especially when examining exemplary online courses and materials.
- You will have an opportunity to work with and help colleagues who have developed online courses.
- You can earn \$150 for each course reviewed.

## Criteria for Peer Reviewer Selection

The following criteria will be used to select Peer Reviewers to staff a course review:

### Personal Factors:

- Prior training to teach online
- Extent of online teaching experience (at least 2 semesters required)
- Currency of online teaching experience (within previous 18 months)
- Current Quality Matters Peer Reviewer Training and certification

### Review Factors:

- Discipline area needed
- Master Reviewer certification, for Team Chair role



## Requirements for Selected Peer Reviewers

If selected, Peer Reviewers agree to:

- Review online courses using Quality Matters instruments and rubrics. (The expected time for a review is 10 -15 hours over a three week time period.)
- Maintain strict confidentiality about any courses you access during the training or review process, including any student information contained in these courses.
- Not change, copy, or modify any internal documents within a course.
- Observe copyright laws and respect intellectual property rights of faculty creator of materials and the Quality Matters materials.
- Allow his/her name and institution affiliation to be listed on the Quality Matters website and documents as a selected and/or trained Peer Reviewer.

If you would like to be considered to be a Quality Matters peer reviewer and meet the eligibility criteria above, proceed by completing the **Peer Reviewer Application** and **Memorandum of Understanding (MOU)**. Note: Submission of your application does not guarantee your placement on a course review team by Quality Matters.