# Role and Tasks of the Peer Review Panel

## Collective sense-making and reflection

As a learning organization, we follow a **developmental approach**. Self-evaluation is a **reflective practice** where we measure ourselves against the highest standards of integrity, renewal and relevance to **promote a culture of quality enhancement**. The principles and provisions of our quality management system is articulated in our[*Policy for Quality Assurance and Enhancement at Stellenbosch University*](https://www.sun.ac.za/english/learning-teaching/learning-teaching-enhancement/APQ/Pages/QAE-policy.aspx). Requests for **additional information** can be made to the head of the department or centre/office.

The role and tasks of a peer review panel are to:

1. **Conduct a site visit** to the campus(es),
2. **Contemplate and validate** the quality claims made, based on the criteria used,
3. **Identify any gaps** in the self-evaluation report and/or portfolio of evidence,
4. I**nterview** relevant roleplayers, stakeholders and students as scheduled,
5. Highlight **key commendations** and **recommendations** for improvement,
6. Provide **verbal feedback** before concluding the site visit,
7. Draft a **written report** to be submitted to the dean/responsibility centre head,
8. Maintain **objectivity and confidentiality** throughout the process.

## Format of the Peer Review Report

The peer review panel chair should coordinate the finalization of the written report and submit it to the dean/responsibility centre head within the agreed-upon timeframe (usually within a month after the site visit).

The peer review report should contain the panel’s:

1. **Impression of the self-evaluation**, including the appropriateness of the criteria and the process followed, and the quality of the self-evaluation report and evidence portfolio.
2. **Affirmations** of/disagreements with the quality claims made,
3. **Commendations** on the achievements or examples of good practice demonstrated,
4. **Recommendations** based on key areas for improvement.