# Role and tasks of the peer review panel

# Collective sense-making and reflection

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. As a learning organization, we follow a developmental approach. 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/Documents/Quality%20Assurance/Policy%20for%20Quality%20Assurance%20and%20Enhancement%20at%20Stellenbosch%20University.pdf). 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. Interview relevant role players, 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.