ACADEMIC STAFF PEER REVIEW PROCEDURE AT RISEBA

RISEBA peer review system is developed to improve the study quality. Entire faculty is involved in the peer review: everyone is assessed by the colleagues and everyone is an evaluator, too. The peer review system ensures information and experience exchange within the faculty with an aim to improve the study quality.

The basic rules of peer review

1. Every faculty participates in another faculty's classes and makes assessment at least four times per academic year, or two times per semester.
2. In order to involve all faculty in the peer review procedure, there is developed a special peer review plan. The plan is developed by the Head of Department and is introduced to the entire faculty.
3. In order to record the peer review results and to make a systemic assessment, a special Peer review form is used for the assessment (annexed). The form includes pedagogic and academic assessment.
4. The assessed faculty is introduced to the assessment results, acknowledging it with a signature on the peer review form. The faculty assessed is taking into account the assessment results in the further teaching activities.
5. Fulfilled peer review forms are collected by the Head of Department. The results of the peer review are taken into account for assessment of the study process and the faculty assessment. However, the peer review results do not have direct impact to the faculty fee rate.

The peer review procedure

1. The entire faculty makes plans for the review of other faculty by recording it in a common peer review plan, available at the Head of the department. All the faculty have two roles there "A reviewer", and "A faculty to be assessed". The Head of the Department is responsible for peer review planning and implementation. Peer review plan is sent to the entire faculty. The plan is used by the Head of department for monitoring of the peer review process.
2. Before the classes, the reviewer makes contact to the faculty about his/her presence in the class. It is recommended to inform the faculty 6-12 hours before the classes. The faculty does not have to prepare any special classes and any special presentation for

the peer review. In order to ease the communication, the contact information of entire faculty is included the peer review plan.

3. During the lesson, the reviewer fills a peer review form, making the notes there according to the activities seen in the lesson, and makes recommendations and suggestions for improvements. A filled form is presented to the faculty assessed, and both sides sign the form. Both the reviewer and the faculty assessed discuss the lesson and potential improvements, if any.

4. The Peer review form is submitted to the Head of the department. Head of department also checks the availability of the learning materials of the faculty reviewed in e.riseba (Moodle), and makes a mark about it on the peer review form.

6. Head of department collects all the peer review forms and follows the implementation of the peer review plan.

7. Head of the Department uses the peer review information for the following purposes:

- For identification of essential problems (e.g. technical, pedagogic, organizational) in the faculty teaching quality, and develops solutions for solving the problems;
- For observation of specific tendencies and implementation of the relevant activities (e.g. organization of methodological workshop on an essential topic)
- For assessment of the faculty work quality.

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Peer review form

Faculty name and surname	
Study program	
Course title	
Code of the student group	
Topic of the lesson	
Timing of the lesson	Venue of the lesson/room Nr.
Attendance of the lesson: number of students in the lesson/ number if students in the group list	
Start/end time/ breaks of the lesson	
The learning materials available in Moodle, notes about their quality (filled by the Head of Department)	

Overview the assessment criteria and mark with a tick the appropriate line, supplementing with comments and recommendations

Pedagogic assessment			
Assessment criteria		tick	Necessary improvements/ recommendations/comments
The study methods used in the lesson	lecture		
	workshop		
	discussion		
	group work		
	case study		
	test		
	other (specify)		
Methodological support used in the lesson	PowerPoint presentation		
	pictures		
	movies		
	other audiovisual aids		
	other (specify)		
The performance of the lecturer, presenting the study materials	structure		
	accuracy		
	explanation		
	Perception		
	Emphasis on the key questions		
	other (specify)		
Link of the theory to practice	Practical examples for better perception of study material		
	examples of students		
	Examples of guest lecturers-practitioners		
	other (specify)		
The used ways for strengthening and testing knowledge	questions		
	discussion		
	tests		
	other (specify)		

Encouraging of students' activity	Active involvement in the implementation of the tasks		
	Encouraging to study		
	facilitation of cooperation		
	Facilitation of analysis		
	Facilitation of creative thinking		
Assessment of students' activity in the lesson	Passive involvement (listen, make notes)		
	Active involvement (make comments, questions, discussions)		
	other (specify)		

Academic assessment			
Conformity of the lesson to the level of study program and	Subjective opinion about conformity of the lesson to the bachelor's /master's level and	tick	Necessary improvements/ recommendations/comments
content	content		
References to the sources of information	books		
	websites		
	authors		
	other (specify)		
Scientific novelty	Does the lecturer use references to the latest R&D results during the lesson?		
Research questions	Does the lecturer set research questions in the lesson?		

Overall comments and recommendations

_____
_____
_____
_____
_____
_____
_____

Reviewer (name, surname)

Signature_____

I have read the peer review assessment

Signature of the reviewed faculty_____

Faculty's ……………………………………………………………..
Scientific Qualification, Pedagogical Qualification and Managerial Competence for Study Year 2012/2013

	Criteria	Accomplished (Filled by applicant)		Accomplished (Filled by RISEBA)		Plan for 2012./13	Accomplished In 2012./13.	Comments
		Accom.	Points	Accom.	Points			
**1. Scientific and Art Qualification** *(for Years 2011,2012 and 2013(till submiting))* (0 - 2– **III group**; 3 - 4 – **II group**; 5 un vairāk – **I group**)							
1.1.	Publication in the peer-reviewed scientific editions *							
1.2.	Reports in international Scientific conferences *							
1.3.	Management and participation in research projects or creative work project and programmes organized by the Latvian Council of Science and other countries							
1.4.	Management of internationally financed research or creative work projects or participation in implementation							
1.5.	Expert's work at LSC or Cultural organizations in Latvia and in international projects and programmes							Management of international creative work projects, participation in exhibitions and competitions
1.6.	Creative work publishing Publiski demonstrētu jaunrades darbu veidošana*							
1.7.	CASE developing*							
1.8.	Studentu zinātniskā vai mākslinieciski radošā darba vadība*							
	Total							

	2. Pedagogical Qualification (Study Year 2012/2013) (0 - 6 – **III group**; 7- 9 – **II group**; 10 and more – **I group**)							
2.1.	Supervision of doctoral thesis							
2.2.	Supervision of master thesis							
	Studentu sagatavošana starptautiska līmeņa sertifikācijai un eksāmeniem*							
2.3.	Supervision of bachelor thesis							
	Studentu ārpus lekciju aktivitāšu organizēšana un dalība tajās*							
2.4.	Lectures and seminars							
2.5.	Developing new study course (distance learning)*							
2.6.	Developing and managing new study programme *							
2.7.	Preparing and publication of textbooks and study materials *							
2.8.	Qualification upgrade*							
2.9.	Lectures at foreign higher education institutions or lectures in English							
2.10.	Taking part in RISEBA promotional activities*							
2.11.	The average results of students' surveys *							
2.12.	Prepiering and udating study cours secifitatin in time							
	Lasīto studiju kursu aprakstu kvalitatīva sagatavošana un aktualizēšana termiņā*							
2.13.	Moodle useing in study process *							
	Total							

2

	3. Organizational Competence (Study Year 2012/2013) (0 - 3 – III group; 4 - 5 II group; 6 and more – I group)								
3.1.	Leadership of academic commissions or collegial institutions or participation in its work*								
3.2.	Leadership of commissions of international scientific conferences or participation at its work*								
3.3.	Leadership of editorial board of scientific publications or participation in its work *								
3.4.	Augstskolas struktūrvienības vadība*								
3.5.	Zinātnisko, akadēmisko vai profesionālo asociāciju, mākslas nozaru apvienību vadība vai līdzdalība to darbībā								
3.6.	Darbība masu medijos*								
3.7.	Piedalīšanās augstskolas organizētajos pasākumos *								
3.8.	Augstskolas iekšējo procedūru, normatīvo dokumentu un termiņu ievērošana*								
3.9.	Other criteria of organizational competence *								
	Total								

Pielikumā Nr.1 Zinātniskās, mākslinieciskās, pedagoģiskās kvalifikācijas un organizatoriskās kompetences izvērtējuma kritēriju paskaidrojums
Pielikumā Nr2. Publikācijas, kas tiek ņemtas vērā, vērtējot RISEBA pasniedzēju zinātnisko darbu

Faculty _____Name Surname
                (signature)

Head of department _____Name Surname
                        (signature)

RISEBA
Rīgas Starptautiskā ekonomikas
un biznesa administrācijas augstskola

Faculty's ....

Scientific Qualification, Pedagogical Qualification and Managerial Competence for Study Year 2012/2013

	Criteria	Accomplished *(Filled by applicant)*		Accomplished *(Filled by RISEBA)*		Plan for 2012./13	Accomplished In 2012/2013	Comments
		Accom.	Points	Accom.	Points			
	1. Scientific and Art Qualification *(for Years 2011,2012 and 2013(till submitting))* (0 - 2– **III group**; 3 - 4 – **II group**; 5 or more – **I group**)							
1.1.	Publication in the peer-reviewed scientific editions*							
1.2.	Reports in international Scientific conferences*							
1.3.	Management and participation in research projects or creative work project and programmes organized by the Latvian Council of Science and other countries							
1.4.	Management of internationally financed research or creative work projects or participation in implementation							
1.5.	Expert's work at LSC or Cultural organizations in Latvia and in international projects and programmes							
1.6.	Creative work publishing *							
1.7.	CASE developing*							
1.8.	Management of students' scientific and creative work *							
	Total							

	2. Pedagogical Qualification (Study Year 2012/2013) (0 - 6 – **III group**; 7- 9 – **II group**; 10 and more – **I group**)							
2.1.	Supervision of doctoral thesis							
2.2.	Supervision of master thesis							
	Preparing students for international exams and certifications*							
2.3.	Supervision of bachelor thesis							

	Preparing activities outside the RISEBA and taking part in them*							
2.4.	Lectures and seminars							
2.5.	Developing new study course (distance learning)*							
2.6.	Developing and managing new study programme *							
2.7.	Preparing and publication of textbooks and study materials *							
2.8.	Qualification upgrade*							
2.9.	Lectures at foreign higher education institutions or lectures in English							
2.10.	Taking part in RISEBA promotional activities*							
2.11.	The average results of students' surveys *							
2.12.	Timely preparation and updating study course specification*							
2.13.	Using Moodle in study process *							
	Total							

	3. Organizational Competence (Study Year 2012/2013) (0 - 3 – III group; 4 - 5 II group; 6 and more – I group)							
3.1.	Leadership of academic commissions or collegial institutions or participation in its work*							
3.2.	Leadership of commissions of international scientific conferences or participation at its work*							
3.3.	Leadership of editorial board of scientific publications or participation in its work *							
3.4.	Management of RISEBA structure unit*							
3.5.	Management of scientific, academic, professional or arts							

	industry association or participation at its work*								
3.6.	Taking part in media*								
3.7.	Participate in RISEBA organized activities/events *								
3.8.	Observe RISEBA procedures and regulatory documents*								
3.9.	Other criteria of organizational competence *								
	Total								

Faculty _____Name Surname
            (signature)

Head of department   _____Name Surname
                               (signature)