Process for Reviewees

1. Reviewee requests a review
2. Project manager sends introductory email to the two Reviewers and the Reviewee
3. Reviewee arranges a pre-review meeting with the Reviewers
4. Peer review is conducted during the nominated teaching session segment
5. Reviewee completes a self-review form
6. Reviewee requests peer review forms from the Reviewers
7. If Reviewee desires, arrange a post review session with Reviewers for further feedback
8. Reviewee reflects on feedback and considers possible improvements to lesson delivery