



Peer Reviewer Checklist

Process Explanation

The Provincial Academic Upgrading Committee (PAUC) is responsible for peer reviewing and approving all *equivalency* courses in Alberta. An ***equivalency*** course is one that aligns very closely to an Alberta Education course but has some omissions or adjustments made in order to fit within a post-secondary, adult learner setting.

At a minimum, these courses must be at least an 80% match to the original Alberta Education course. Your role in this process is to review an *equivalency* course and, by using your professional judgement, determine whether or not the course aligns closely enough to the original Alberta Education course.

The basic process allows for 2 rounds of course reviews and 1 round of revisions. The PAUC Curriculum Coordinator will provide you with exact dates however, in general, the review timeline is:

Fall/Winter Term Reviews

Activity	Timeline	Individual Responsible
First Review	6 weeks	Peer Reviewer (you)
Revision Period	5 weeks	Submitting Institution SME
Second Review	4 weeks	Peer Reviewer (you)
PAUC Approval & ACAT Notification	1 week	PAUC Curriculum Coordinator

Spring Term Reviews

Activity	Timeline	Individual Responsible
First Review	4 weeks	Peer Reviewer (you)
Revision Period	3 weeks	Submitting Institution SME
Second Review	2 weeks	Peer Reviewer (you)
PAUC Approval and ACAT Notification	1 week	PAUC Curriculum Coordinator

Before Reviewing

Confirm that all required information had been provided

- ☐ Course Outline (must include calendar description, grading system, delivery hours, method of delivery, and prerequisites)
- ☐ Final Exam (cumulative final exam(s) and/or midterm exam(s) demonstrating a min. of 80% match to Alberta Education Program of Studies)
- ☐ Alberta Education Course Outcomes Comparison Checklist (a spreadsheet comparison of General and Specific Learning Outcomes (GLOs & SLOs) compared to Alberta Education outcomes)

If information is missing, contact the submitting institution's subject matter expert (SME) and cc PAUC's Curriculum Coordinator in your request.



Review

Confirm that the course is at least an 80% match to the Alberta Education Program of Studies. Items to consider include:

- ☐ Are the delivery hours between 75 hrs – 125 hrs?
- ☐ Is the delivery mode(s) appropriate for this level of learner?
- ☐ Do the learning outcomes (General Learning Outcomes and Specific Learning Outcomes) provided in the checklist align to at least 80% of the Alberta Ed. Program of Studies?
- ☐ Does the cumulative exam(s) assess at least 80% of the learning outcomes?
- ☐ Are the outcomes of the course appropriate for the learner and the course objectives?
- ☐ Are the required prerequisites (if any) appropriate for this level?

Revisions Requested

After your initial review, if information is missing or you have follow up questions, please include them below. Share this form (page 1 completed, page 2 blank) with the submitting institution's SME and cc PAUC's curriculum coordinator. Include your comments and questions here.

There is no limit on the number of times you can ask for revisions, however, the length of time allotted for revisions is outlined in our process.

Collegial Feedback

If the course does meet your approval but you also have some collegial feedback, please include that in the space provided below. Collegial feedback may include aspects of the course that you liked or that you questioned. Areas of interest you may have or recommendations for improvement.

This feedback will be shared with the submitting institution's SME in order to enhance their course. We highly encourage this feedback as it is a welcomed method for sharing subject matter expertise and experience.



Final Approval

Course Name: _____

- ☐ This course meets at least 80% of the learning outcomes (GLOs and SLOs) outlined in the Alberta Education Program of Studies and therefore I recommend it be granted course equivalency status by PAUC and be published on the ACAT and Transfer Alberta websites.

- ☐ This course does not meet at least 80% of the outcomes (GLOs and SLOs) outline in the Alberta Education Program of studies. The requested revisions have not been completed and therefore I cannot recommend this course be granted an equivalency status.

Your Signature: _____ Date: _____

Your Alberta Education Teaching Certificate Number: _____

Final Feedback

Please provide some final comments regarding your decision about this course. These comments will be shared with the PAUC Committee, not the submitting institution.

Once the review has been completed, please email this form to the PAUC Curriculum Review Coordinator, Charissa Hassel at charissa.hassel@rdpolytech.ca.