**Steps in an official Quality Matters Course Review**

The Quality Matters peer review is a rigorous process. The active course review period is approximately three weeks; during this period, the team convenes, independently reviews the course, makes decisions, and writes substantive feedback in the Reviewer Worksheet online. The compiled feedback from the three reviewers is usually submitted to the faculty developer/instructor within **four to six weeks (including pre- and post-conference calls)**. The faculty developer/instructor may need additional time to complete revisions if required to meet the QM Standards. The entire review period may be as long as **twenty weeks** from the time the course review was started. See QM's 'How does the review process for course design work?' web page.

**Before a review begins:**

1. The Faculty Course Developer will implement the Quality Matter Rubrics in the course that is being developed for online or blended delivery with the assistance of a Center for Innovative Learning Instructional Designer. Contact [cil@unthsc.edu](mailto:cil@unthsc.edu) for assistance while the course is being developed. Please be sure and follow the process for online and blended course design and delivery as described by the UNTHSC Distance Education Committee.
2. After delivery of course, the Faculty Course Developer will have up to 30 days to make final adjustments to a course.
3. A copy of the course is created for future QM reviewer access. No student enrollments or submissions will be present in this course shell.

**Quality Matters Official Review**

1. Application for course review will be submitted to the QM [Course Review Management System](http://www.qmprogram.org/review/) by a QM Coordinator from the Center for Innovative Learning.
2. Course developer worksheet will be submitted via the QM [Course Review Management System](http://www.qmprogram.org/review/) by Faculty Course Developer.
3. An Official Review Team (consisting of 3 individuals) will be assigned to the course review. The review team consists of at least one reviewer who is external to the organization submitting the course, at least one reviewer who is a Subject Matter Expert, and a Team Chair who is a QM Master Reviewer. Access to LMS and to QM course shell under review will be provided to the reviewers by a QM Coordinator. Reviewers will be assigned to course shell with the Student role. [See QM website for more information on official review requirements.](https://www.qualitymatters.org/qm-membership/faqs/how-course-review-works)
4. A pre-review phone conference is held amongst the Faculty Course Developer, and the review team. Course review will begin after phone conference.
5. Course Review Team will provide the Faculty Course Developer with recommendations and feedback via the QM Course Review Management System.
6. After the official review has been finalized by the chair of the review team, the Faculty Course Developer will receive feedback in the form of a Final Report.
7. The Faculty Course Developer must complete the Review Outcome Response Form within two weeks of the end of review in the QM Course Review Management System . The form is located in the Review Actions section of My Open Reviews.
8. If course does not meet QM standards, Faculty Course Developer will make necessary amendments to meet QM standards. (An Instructional Designer may assist with changes.) These changes are submitted via the Course Review Management System amendment form.
9. At completion of course review, course will meet QM standards and course developer will be notified.
10. Reviewer access will be removed from course shell and LMS.
11. From the start date of the review, the entire review process, including any required amendments, must be completed within **20 weeks**.

**AFTER OFFICIAL REVIEW**

1. The course review certificate may be printed from your MyQM account within 3 business days of all paperwork submission.
2. Courses that successfully meet QM standards are eligible to carry the QM Certification Mark. View [QM's webpage on policies governing the use of the QM Certification Mark](https://www.qualitymatters.org/qm-membership/faqs/use-qm-logos) for more information.
3. Recognized courses will be announced on Quality Matter's website.

A QM Review is a time-consuming process, but it does get easier with practice. Typically, the first review takes the longest...subsequent reviews become easier as you become more familiar with the standards and annotations. The time investment depends on your familiarity with the learning management system, the discipline and, of course, the QM rubric!