

REGULAR FACULTY  
Improvement of Instruction – Peer Review Committee  
Spring Semester

**Process to be completed by [DATE]**

**Contractual Process Detail:**

1. Committee Membership [Article XI, Section C, 2a]

Forms **RF-10E, RF-11E, RF-12E**

The peer review committee shall consist of three individuals:

1. **Faculty member** selected by the regular faculty member undergoing review
2. **Faculty member** selected by the Department Chair
3. **Academic administrator**

The selected faculty members must teach in the regular faculty member's discipline or a closely related field, and at least one must be a tenured member of the faculty. "The senior faculty member shall chair the committee" (XI, C, 2a).

2. Scope and Process [Article XI, Section C, 2b-c]

Form **RF-13R, RF-14O**

"The scope and process of the review shall be determined by the committee in consultation with the faculty member under review" (XI, C, 2b).

The review should focus on strengthening the faculty member's instructional skills and professional contributions to the college.

*At the Scope and Process meeting, the committee will schedule the final meeting.*

The scope and process **must** include:

- o Written peer reviews (preferably typed) by *all* committee members
- o Student surveys from a minimum of *two* classes (alternative instruments may be used for non-teaching faculty)
- o Review of faculty syllabi as a mandatory component during evaluation process
- o Classroom visitation by at least *one* committee member

The scope and process **may** include, but is not limited to:

- o Subject matter expertise and evidence of subject matter currency
- o Adherence to course outlines of record
- o Oral and written communications skills
- o Exploration of alternative delivery methods
- o Timeliness and accuracy of census reports, positive attendance, grade rosters, and other reports for which the faculty have responsibility
- o Participation in student learning outcomes assessment processes (SLO assessment results for individual instructors will not be included)
- o Fulfillment of flex-time obligations; program review; discipline activities; department meetings; evaluations, and other institutional services
- o Student activities involvement

Optional materials for discussion and informational purposes only:

- The regular faculty member may submit to the committee a report on professional activities of the past three years
- *Upon completion* of the formal review, the committee may review the regular faculty member's grade distribution and retention statistics. This is not part of the formal process.

### 3. Written Report [Article XI, Section C, 2d]

#### Form **RF-15R**

The regular faculty member must sign the report and receive a copy of the report.

The written report shall consist of:

- A cover sheet where each committee member shall state whether the regular faculty member's performance is "Satisfactory" or if there is a "Need for Improvement." [**RF-15R**]
- Written peer reviews (preferably typed) by *all* committee members
- Student surveys from a minimum of *two* classes (alternative instruments may be used for non-teaching faculty)
- Classroom visitation report by at least *one* committee member
- Faculty review of syllabi as a mandatory component
- Any other content as agreed upon in the Scope and Process Summary.

(Include this form in evaluation)

Date:

To: <<All Committee Members and Regular Faculty Member>>

cc: <<IDS>>

From: <<Senior Committee Chair>>

Subject: Improvement of Instruction: Peer Review Committee – **Regular Faculty**

### **SCOPE AND PROCESS SUMMARY**

Regular Faculty Member: <<Name>>

Semester/Year: <<semester/year>>

A. Committee Membership:

<b>Faculty Member/Senior Committee Chair</b>	<<Name>>
Faculty Member	<<Name>>
Academic Administrator	<<Name>>

B. Scope & Process:

1. A committee meeting to determine scope and process was held on:

Date: <<Date>>

2. The committee agreed to the following:

- Written peer reviews by *all* committee members
- Committee to review results of student surveys from at least *two* classes (alternative instruments may be used for non-teaching faculty)
- Classroom visitation by at least *one* committee member
- Review of faculty syllabi as a mandatory component during the evaluation process
- <<Any other content as decided upon by committee>>

3. Written evaluations due: <<Day and Date>>

4. Student evaluations will hopefully be available for review one week before the final meeting.

5. Joint committee to review evaluation materials and recommend final report:

Date: <<Day and Date>> Place: <<Location>>