

RF-13R - Scope and Process Summary - To All Committee Members & Regular Faculty Member with Copy to IDS (Include this form in evaluation report)

Date:

To:

All Committee Members and Regular Faculty Member

cc:

Instructional Department Specialist (IDS) Name

From:

Senior Committee Chair

Subject:

Improvement of Instruction: Peer Review Committee – Regular Faculty

SCOPE AND PROCESS SUMMARY

Regular Faculty Member:

Name

Semester/Year:

A. Committee Membership:

Table with 2 columns: Role (Faculty Member/Senior Committee Chair, Faculty Member, Academic Administrator) and empty space for input.

B. Scope & Process:

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

Date:

2. The committee agreed to the following:

- Written peer reviews by all committee members
• Committee to review results of student surveys from all classes (alternative instruments may be used for non-teaching faculty)
• Classroom visitation by at least two peer reviewers
• Review of faculty syllabi as a mandatory component during the evaluation process
• Other:

Any other content as decided upon by committee

3. Written evaluations due:

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:

Place: