Contract Faculty

Improvement of Instruction

Fall Semester

**Process to be completed by TBA**

**Clerical Process Overview:**

Step 1 – Committee Membership

1. Dean’s office sends out form **1E** to Contract Faculty Member and form **2E** to Department Chair
2. Upon receipt of those two forms, the Dean’s office will schedule the Scope and Process meeting
3. Dean’s office sends out form **3E** to all members of committee and to the Contract Faculty Member.

Step 2 – Scope and Process (S/P)

1. Completion of Scope and Process meeting using form **4O** as a recording tool
2. Dean’s office completes form **5R** (as determined by the S/P meeting)
3. Within five (5) working days of the S/P meeting, the Dean’s office submits **5R** to all members of the committee, the Contract Faculty Member, and the IDS.
4. Dean’s office informs the IDS of the final meeting date (so that the IDS will timely submit all the Student Surveys to the Dean’s office).

Step 3 – Written Report

1. Before the final meeting, the Dean’s office will receive **all original documents** as requested in the Scope and Process meeting
2. Dean’s office will prepare three (3) copies of the written report for the final meeting:
	1. Original Written Report (with cover form **NFA-6R,** **OFA-6R, or OC-6R** attached) that contains all *original* documents.
	2. Contract Faculty Member’s copy of written report (a copy of a completed **6R** form will be attached after the final meeting)
	3. Extra copy of written report to be viewed at final meeting (this copy must be destroyed after the final meeting)
3. **Dean’s office will send the *completed* original Improvement of Instruction Committee Report, including students comments and cover sheet with all signatures to the Vice President’s office by given << insert due date>>.**