

## Spring Detail- Contractual Process Detail

REGULAR FACULTY  
Improvement of Instruction – Peer Review Committee  
Spring Semester

**Process to be completed by**

**Contractual Process Detail:**1. Committee Membership [Article XI, Section D, 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" (Article XI, D, 2a).

2. Scope and Process [Article XI, Section D, 2b-c]Forms: **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" (Article XI, D, 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:

- Written peer reviews (preferably typed) by all committee members
- Student surveys of all classes (alternative instruments may be used for non-teaching faculty)
- Review of faculty syllabi as a mandatory component during evaluation process
- Two classroom visitations by at least two of the peer reviewers. For instructors teaching online, one of the classroom visitations must be an online section
- Professional growth goals
- Annual institutional service plan

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- Annual FLEX obligation
- Evidence of subject-matter proficiency and currency
- Faculty Expectations listed in Article XI.B.1

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

- Examples of teaching and assignment materials to ensure adherence to course outline of record
- Professional traits, such as time management, dependability, and respectful collegiality

Optional materials for discussion and informational purposes only:

- *Upon completion* of the formal review, the committee may review, for informational purposes only, the regular faculty member's grade distribution, equitable access and success data, and retention statistics. This is not part of the formal process or report.

The faculty member under evaluation shall provide a self-reflective narrative statement that addresses how the faculty member fulfills institutional service obligations, including support of equitable student access and success. The narrative should also address other non-instructional duties for which the faculty receives reassigned time.

### 3. Written Report [Article XI, Section D, 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 all classes (alternative instruments may be used for non-teaching faculty)
- Classroom visitation reports by at least *two* of the peer reviewers. For instructors teaching online, one of the classroom visitations must be an online section
- Faculty review of syllabi as a mandatory component
- Professional growth goals
- Annual institutional service plan
- Annual FLEX obligation
- Evidence of subject-matter proficiency and currency
- Faculty Expectations listed in Article XI.B.1
- Any other content as agreed upon in the Scope and Process Summary.
- Faculty member's self-reflective narrative statement