

CONTRACT FACULTY
Improvement of Instruction
Fall Semester

Process to be completed by TBA

Clerical Process Overview:

Step 1 – Committee Membership

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

Step 2 – Scope and Process

- A. Completion of Scope and Process meeting using form **4O** as a recording tool
- B. Dean's office completes form **5R** (as determined by the S/P meeting)
- C. 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.
- D. 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

- A. Before the final meeting, the Dean's office will receive **all original documents** as requested in the Scope and Process meeting
- B. 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** or **OFA-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)
- C. **Dean's office will send the *completed* original Improvement of Instruction Committee Report, including students comments, scantrons and cover sheet with all signatures to the Office of Institutional Effectiveness by due date given.**