

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's focus: 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 syllabi
- 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 Class I records and reports
- o Flex-time completion
- o Service on District or department committees
- 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

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
- Any other content as agreed upon in the Scope and Process Summary.