

REGULAR FACULTY  
Improvement of Instruction – Peer Review Committee  
Spring Semester

**Process to be completed by Friday, May 13, 2005**

**Clerical Process Overview:**

Step 1 – Committee Membership

- A. Dean's office sends out form **RF-10E** to Regular Faculty Member and form **RF-11E** 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 **RF-12E** to all members of committee and to the Regular Faculty Member.

Step 2 – Scope and Process (Recommended)

- A. Completion of Scope and Process meeting (**RF-14O** – optional tool)
- B. Dean's office forwards template of form **RF-13R** to Committee Chair
- C. Committee Chair fills out the form (as determined by the S/P meeting) and sends the draft to Dean's office
- D. Within five (5) working days of the S/P meeting, the Dean's office completes form **RF-13R** and submits it to all members of the committee, the Regular Faculty Member, and the IDS.

Step 3 – Written Report (Recommended)

- 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 **RF-15R** attached)
  2. Regular Faculty Member's copy of written report (a copy of a completed **RF-15R** 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 Written Report (with all signatures) to the Office of Faculty Affairs by [DATE].**