**Faculty Roles/Responsibilities:**

**Step 1:**

a) Acknowledge and engage in process

**Step 2:**

a) Attend meeting with the Dean to ensure understanding of the process expectations, forms/tools available, timelines, roles/responsibilities.

**Step 3:**

a) Identify peer and contact him/her to arrange classroom observation

b) Identify peer and contact him/her to arrange team based feedback

c) Review and analyze faculty/course evaluation results

d) Conduct self (reflective) evaluation

e) Complete initial sections of Faculty Evaluation Summary form

f) Submit all components to Dean by agreed upon timeline

**Step 4:**

a) Prepare for meeting with Dean

**Step 5:**

a) Attend meeting with Dean and discusses findings, themes, developmental opportunities/challenges, next steps, etc.

**Step 6:**

a) Review, add comments, sign and date required Faculty Evaluation Summary form

b) Receive copy of Form and all other relevant information submitted to H&OD to be retained in HR file

Step 6 – Documentation signed and submitted to H&OD

Step 5 – Meeting between faculty and Dean

Step 4 – Required information submitted to the Dean

Step 3 – Gathering information/feedback

Step 2 – A pre-meeting is arranged to discuss, roles, responsibilities and time lines.

Step 1 – Faculty are identified and made aware of expectations

**Dean Roles/Responsibilities:**

**Step 1:**

a) Identify 1/3 of full-time faculty

b) Notify identified faculty

**Step 2:**

a) Arrange a pre-meeting with faculty

**Step 3:**

a) Clarify any questions, provide suggestions for peers, etc.

b) Arrange and conduct classroom observations

**Step 4:**

a) Deans receive and review information submitted by faculty

b) Deans prepare draft Faculty Evaluation Summary form

**Step 5:**

a) Dean arranges meeting to discuss information gathered, interpretation, professional development plans, upcoming goals/objectives

**Step 6:**

a) Dean signs Faculty Evaluation Summary form

b) Form and all other relevant information submitted to H&OD to be retained in HR file

c) Copy of all documentation sent to faculty member