**Candidate Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Panel Member 1 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Panel Member 2 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FORMATIVE YEAR**  **(August – May)** | | | | |
|  | **Required Responsibilities** | **Date Reviewed/**  **Completed** | **Candidate Initial** | **Chair Initial** |
| ☐ | Attend Inservice Orientation - all panel members must attend ***(August***) |  |  |  |
| ☐ | *Meeting* – Discuss Formative Year Process ***(September)*** |  |  |  |
| ☐ | Candidate to complete *Peer Review Planning Worksheet* |  |  |  |
| ☐ | *Meeting* – Discuss *Peer Review Planning Worksheet* |  |  |  |
| ☐ | Candidate to complete *Pre-Observation Discussion* document prior to each observation |  |  |  |
| ☐ | *Meeting* – Discuss *Pre-Observation Discussion* document prior to each observation |  |  |  |
| ☐ | Chair to observe Candidate (individually or as full panel) – Chair to complete *Observation Form* |  |  |  |
| ☐ | Panel Member 1 to observe Candidate (individually or as full panel) – Panel member to complete *Observation Form* |  |  |  |
| ☐ | Panel Member 2 to observe Candidate (individually or as full panel) – Panel member to complete *Observation Form* |  |  |  |
| ☐ | *Student or Other Audience Reaction Survey* to be completed during observation of Candidate |  |  |  |
| ☐ | *Meeting* – Review *Post-Observation Discussion* document following Candidate observation |  |  |  |
| ☐ | Candidate to observe Chair  (Occur at least once throughout Peer Review Process) |  |  |  |
| ☐ | Candidate to observe Panel Member 1  (Occur at least once throughout Peer Review Process) |  |  |  |
| ☐ | Candidate to observe Panel Member 2  (Occur at least once throughout Peer Review Process) |  |  |  |
| ☐ | *Meeting* - Formative Report Meeting ***(May)***  (Chair to compile and provide report to Candidate) |  |  |  |
| ☐ | Candidate to complete *Candidate Feedback Form* and submit to PRC Chair ***(May)*** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUMMATIVE YEAR**  **(August – December)** | | | | |
|  | **Required Responsibilities** | **Date Reviewed/**  **Completed** | **Candidate Initial** | **Chair Initial** |
| ☐ | Attend Inservice Orientation ***(August)*** |  |  |  |
| ☐ | *Meeting* – Discuss Summative Year Process ***(September)*** |  |  |  |
| ☐ | Candidate to complete *Peer Review Planning Worksheet* |  |  |  |
| ☐ | *Meeting* – Discuss *Peer Review Planning Worksheet* |  |  |  |
| ☐ | Candidate to complete *Pre-Observation Discussion* document prior to each observation |  |  |  |
| ☐ | *Meeting* – Discuss *Pre-Observation Discussion* document prior to each observation |  |  |  |
| ☐ | Chair to observe Candidate (individually or as full panel) – Chair to complete *Observation Form* |  |  |  |
| ☐ | Panel Member 1 to observe Candidate (individually or as full panel) – Panel member to complete *Observation Form* |  |  |  |
| ☐ | Panel Member 2 to observe Candidate (individually or as full panel) – Panel member to complete *Observation Form* |  |  |  |
| ☐ | *Student or Other Audience Reaction Survey* to be completed during observation of Candidate |  |  |  |
| ☐ | *Meeting* – Review *Post-Observation Discussion* document following Candidate observation |  |  |  |
| ☐ | Candidate to observe Chair  (Occur at least once throughout Peer Review Process) |  |  |  |
| ☐ | Candidate to observe Panel Member 1  (Occur at least once throughout Peer Review Process) |  |  |  |
| ☐ | Candidate to observe Panel Member 2  (Occur at least once throughout Peer Review Process) |  |  |  |
| ☐ | *Meeting* - Summative Report Meeting (Chair to compile and provide report to Candidate and Administrator) ***(1st week of December)*** |  |  |  |
| ☐ | Candidate to complete *Candidate Feedback Form* and submit to PRC Chair ***(2nd week of December)*** |  |  |  |
| ☐ | Panel Chair/Members to complete *Peer Review Process Evaluation Form* to PRC Chair ***(1st week of December)*** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ADDITIONAL MEETINGS**  **Formative and Summative Years**  **(See *Meeting Ideas for Peer Review Panels* document for meeting specifics)** | | | | |
|  | **Recommended Responsibilities** | **Date Reviewed/**  **Completed** | **Candidate Initial** | **Chair Initial** |
| ☐ | Teaching Philosophy/Portfolio Development Meeting |  |  |  |
| ☐ | Class Policies/Syllabus Meeting  (for classroom Faculty) |  |  |  |
| ☐ | Faculty Engagement/Job Description Meeting |  |  |  |
| ☐ | Test/Homework/Additional Resources Meeting |  |  |  |
| ☐ | Professional Development Meeting |  |  |  |
| ☐ | Student Issues Meeting |  |  |  |
| ☐ | Innovation Meeting |  |  |  |
| ☐ | Prior Skills/Knowledge Meeting |  |  |  |
| ☐ | Student Help Sessions Meeting  (for non-classroom Faculty) |  |  |  |
| ☐ | Reflection Meeting |  |  |  |
| ☐ | Candidate Driven Meeting |  |  |  |