

Recommendations for preparing the peer review committee report:

Peer review committee preparing the report should provide an evaluative report prepared based on the candidate's portfolio and addressing all categories as identified in the Board of Trustees policies.

In case there are no peer classroom observations within the last 12 months, at least one member of the peer review committee should arrange a classroom observation and include the information in the peer review committee memorandum. Candidates then can include the full evaluation in the portfolio for the next review.

The following should be on a cover sheet accompanying the peer review recommendation:

- Name of the all peer review committee members
- Name of the chair of the peer review committee and chair's signature
- Certification by the chair that the process adhered to the departmental/academic unit bylaws (if those exist).

Implementation date: Fall 2020

Approvals:

Academic Personnel Committee of the Utica's Faculty Assembly

February 6, 2020

Faculty Assembly

February 27, 2020