

MEMORANDUM

TO: Mary Flores, Academic Dean
FROM: Heather Henson-Ramsey, Chair of Natural Sciences and Mathematics
DATE: September 27, 2017
SUBJECT: Peer evaluation process: DONSAM

The Division of Natural Sciences and Mathematics has, by a majority vote, decided on the following peer evaluation scheme.

The Chair will assign a peer evaluator to each faculty member. The evaluators will do a teaching observation and will report on that teaching observation on a form that will be given to the Chair and placed into the faculty member's file. The peer evaluator and person being observed will discuss the observation prior to submitting the evaluation to the Chair.

Attached: Peer evaluation form (page 1 will be removed).