#  Department of Communication Sciences and Disorders Part-Time Faculty Peer Review

Committee Purpose/Committee Charge: Evaluate all part-time faculty annually in accordance with the periodic evaluation procedure. Such evaluations include student evaluations of teaching and/or clinical instruction performance, currency in the field, evaluations by appropriate administrators and/or the department chair, and an opportunity for peer and student input from the department.

Members:

• Dr. Darla Hagge - Committee Chair

• Dr. Lisa D’Angelo

• Dr. Tonia Davis

• Dr. Hamid Motallebzadeh

• Dr. Aishah Patterson

• Dr. Laura Gaeta

• Dr. Soumya Venkitakrishnan

• Ex Officio: Department Chair, Dr. Heather Thompson, conducts an independent evaluation

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| DATE | Task/Deadline | Assigned to |
| August 16, 2023 | Assign Observations and Evaluations | Peer Review Committee Chair & Department ASC2 |
| September-December 4, 2023 | Full-Time Faculty conduct observations | Full-Time Faculty Peer Review Evaluators |
| December 4, 2023 | Observations due | Full-Time Faculty Peer Review Evaluators |
| February 1-15, 2024 | Part-Time (temp)Faculty granted access to OneDrive to submit materials | Department ASC2 |
| Thursday February 1, 2024 | Publicly Post Evaluation Announcement | Peer Review Committee Chair & Department ASC2 |
| Thursday, February 15, 2024 | Close Temp Faculty access to OneDrive | Department ASC2 |
| Thursday February 15, 2024 1:30-2:30 CSAD Conference Room | Meeting to receive student written statements and submission of student and peer written statements | Peer Review Committee |
| Thursday, February 15, 2024 | Finalized list of evaluator assignments and instructions to Full-time faculty  | Peer Review Committee Chair & Department ASC2 |
| Friday February 16. 2024 | Student & Peer submitted documents uploaded to OneDrive. | Peer Review Committee Chair & Department ASC2 |
| Friday February 16. 2024 | Provide Full-time faculty evaluators access to Temp Faculty One-Drive folders | Department ASC2 |
| February 16-March 24, 2024 | Full-time faculty evaluators conduct evaluations | Full-Time Faculty Peer Review Evaluators |
| March 18-24, 2024 | Spring Recess |  |
| March 25, 2024 (8:00 AM) | Evaluations due from Full-Time faculty evaluators | Full-Time Faculty Peer Review Evaluators |
| March 25, 2024 | Evaluations routed to evaluation committee via Adobe Sign and submitted to the Department Chair | Peer Review Committee Chair & Department ASC2 |
| March 25-April 7, 2024 | Department Chair conducts review of files and peer review committee evaluations. Department Chari composes independent evaluation letter for each faculty member under review.  | Department Chair |
| April 8, 2024 | Evaluations and Department Chair letters deliver to Temp Faculty via Adobe Sign | Department Chair & Department ASC2 |
| April 8-22, 2024 | Faculty rebuttal period | Part-Time Faculty |
| April 24, 2024 | Year 3 temp faculty evals delivered to Dean via OneDrive | Department ASC2 |