



## FACULTY PEER COACHING STEP-BY-STEP PROCESS AND TIME LINES

### STEP 1: Self-Reflection on Teaching

#### COMPLETED: August-September

- Review Peer Coaching materials on MATC's Teaching and Learning Community website – [tlc.matc.edu](http://tlc.matc.edu)
- Reflect on Teaching:
  - Read *MATC's Standards of Teaching Excellence*
  - Reflect on and complete *Peer Coaching Self-Reflective Questions*
  - Collect & review course and/or student feedback
- Talk with your peers and your Associate Dean about relevant initiatives at the college, about student needs, and about development courses or workshops that you have completed.

### STEP 2: Coach Selection & Teaching Action Plan

#### COMPLETED: September

#### Teaching Action Plan due through SumTotal by the end of September.

- Decide by whom you wish to be coached:
  - by an individual or a group
  - by peer, staff, and/or administrator
- Establish logistics and guidelines for your meetings.
- Draw from your various reflections on teaching and develop a *Teaching Action Plan*
- Complete & sign the *Teaching Action Plan* in SumTotal for routing to your Associate Dean.

### STEP 3: Mid-Year Update

#### COMPLETED: January

- Confer with your Coach and reflect on progress made toward goals identified in Teaching Action Plan; then, complete the Mid-Year Update in SumTotal.

### STEP 4: Coaching & “Working” Plan

#### COMPLETED: November - April

- Proceed with the work towards meeting the goals of your *Teaching Action Plan*
- Meet with your coach(es) as agreed upon and document progress in SumTotal.

### STEP 5: Cycle Complete

#### COMPLETED: May

#### Final paperwork due in SumTotal by May 1<sup>st</sup>.

- Complete the *Reviews & Updates* portion of your *Teaching Action Plan* when your coaching cycle year is complete

#### OR Continue

- Extend the coaching cycle another year to complete the goals of your *Teaching Action Plan*.
- Submit updated & signed form to your Associate Dean for signature