2013-2014
FACULTY PEER COACHING
STEP-BY-STEP PROCESS
AND
TIME LINES

STEP 1: Self-Reflection on Teaching
COMPLETED: August- October
- Acquire Peer Coaching Documents from your Division Office
- 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
- Engage with your peers in workshops, as offered by ER& D, and in similar opportunities that focus on teaching and the profession

STEP 2: Coach Selection & Teaching Action Plan
COMPLETED: September- November
Teaching Action Plan due to Associate Dean by November 30th.
- 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
- Sign and exchange copies of the Partnership Agreement with your coach(es)
- Draw from your various reflections on teaching and develop a Teaching Action Plan
- Complete & sign the Teaching Action Plan and submit it to your Associate Dean for review and signature

STEP 3: 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 on the Reviews & Updates portion of the Teaching Action Plan

STEP 4: Cycle Complete
COMPLETED: May
Final paperwork due to Associate Dean by May 1st.
- Complete the Reviews & Updates portion of your Teaching Action Plan when your coaching cycle year is complete
- Submit updated & signed form to your Associate Dean for signature

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

Revised 11/11/2013