



**2012-2013
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