Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Evaluee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Peer Review Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART 1: All members of the PRC will consult with the evaluee, complete this section, and submit to the TERB Coordinator as soon as possible but by no later than the first week of the semester following the peer review report that triggered this improvement plan.**

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| --- |
| ***An Improvement Plan*** *addresses all areas in which an evaluee received a notation of “needs improvement” or “unsatisfactory” and provides specific actions that will be taken so that the evaluee can achieve a “Standard” rating in future evaluations.* TheImprovement Plan is typically viewed as complete when the overall rating is “standard” or higher on the next full review report and this Improvement Plan is signed off on as complete by the PRC Chair and the Evaluee. |
|  |
| Issues/Evaluation Criteria | ***Actions*** to be taken toward improvement (what do the PRC, evaluee, or other relevant parties need **to do**?) | ***Evidence*** of Follow-up/Progress (what evidence do the PRC, evaluee, or other relevant parties **need to provide** to show they completed the actions named in column 2?) |
| **Performance Standard:****Issues (include relevant quotes from the Review Report):** | **To address the standards and issues noted in the first column, the Peer Review Committee (PRC), in consultation with the evaluee, recommends the following:** | **To assess the evaluee’s progress toward improvement, the PRC requires evidence of the following** [please name the people responsible for providing each piece of evidence]**:** |
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| --- | --- | --- | --- | --- | --- |
| Will a mentor be assigned to the evaluee? YES | NO | Mentor’s name and department | Mentor’s responsibilities | Evaluee’s responsibilities | What will be shared with the PRC, who will share it, and when? | Who will connect the mentor and the evaluee?  |
|  |  |  |  |  |

Approved by TERB on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Tenure & Evaluations Coordinator, Sign and Date)

 (Peer Evaluee, Sign and Date)

 (Committee Chair, Sign and Date)

 (Department Member, Sign and Date)

 (Outside Member, Sign and Date) (If applicable)

**PART 2: The PRC Chair and the evaluee will complete this section during or at the end of the period in which the improvement plan is in force. This full form (including Part 1 and Part 2) must be signed and submitted to the TERB Coordinator *with* the next review report submitted after the review report that triggered the improvement plan (e.g., if the Fall 2020 review report triggered an improvement plan, submit this complete form with the Spring 2021 review report). If all performance standards below are marked “yes,” *this* improvement plan is considered complete. Note: in addition, a fresh improvement plan must be crafted if the overall rating on the new review report is rated as “needs improvement” or “unsatisfactory;” in that situation, any relevant performance standard, action, and follow-up from *this* improvement plan that is rated “no” below is in force until the new improvement plan is approved.**

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| --- | --- | --- | --- |
| **Performance Standard (from Part 1 of this document)** | **Did the evaluee complete the recommended actions and show satisfactory improvement?**  | **PRC Chair: Please explain your answer from column 2** | **Evaluee: please share any relevant information from your perspective** |
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 (Peer Evaluee, Sign and Date)

 (Committee Chair, Sign and Date)

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