Important Information

Mandatory Dates/Expectations – Mark Your Calendars

- **Supplemental Training (Optional):**
  - The Peer Advisor training class is on Fridays from 8:30am-12pm from February-May. The specific optional training schedule will be sent out in February.
  - Campus Partner train the trainer drop in sessions and mini-browsing fair. This new training event will be held on May 3, 2015 (Reading Day) from 10am-2pm.

- **All-Faculty Meeting (Spring):** March 29 from 9am-1pm or April 6 from 1-5pm (Choose 1)

- **Faculty/PA Pairing Assignments:** April 15th via e-mail

- **At least ONE planning meeting with Peer Advisor:** Between Mid-April and Mid-May
  - Plan syllabus
  - Discuss expectations and division of class responsibilities
  - Complete and return Faculty/PA Contract to CAART by Mid-May 2016

- **Summer Communication with Peer Advisor:** Communication between you and your Peer Advisor is strongly recommended over the summer to discuss guest speakers and further develop the class schedule.

- **Faculty Meetings (Fall):** One per month from 2pm-3pm on Wednesdays. Exact dates are: August 17, September 14, October 12, and November 9. **Please note Returning Faculty in their 3rd year or beyond** will only be required to attend the August and October faculty meetings, but are still invited to attend the other two.

- **Classroom Observations:** Faculty will have one class observation by CAART Staff in the month of October. A sign-up for observation times will be made available in September. Faculty who have been observed for two consecutive years will not be required to be observed for another two years as part the observation rotation schedule. Those who have been a Faculty member for 3+ years are strongly encouraged to take part as an observer of fellow Faculty members.