

## Peer Review Process for ACT Syllabus Approval

1. Faculty member emails syllabus with proposal form to QLT college representatives.
2. QLT college representatives select a team of four QLT members with QLT representatives from at least three colleges and at least one of them from the college of the faculty submitting the syllabus. (QLT participants must have successfully completed a QEP syllabus.) Once this endorsement committee is formed, the names of the committee members will be forwarded to the Office of Institutional Effectiveness.
3. For endorsement as a syllabus, the official QEP rubric must be completed and signed by three of the QLT members reviewing the syllabus (of which one has to be from the college of the faculty submitting the syllabus). No signatures are required if significant revisions are needed.
4. If revisions are required for the syllabus, the QLT representatives from the respective college contacts the faculty member for purposes of making revisions. Once revisions are made, the syllabus repeats the steps, starting with step 1 - emailing the syllabus to QLT College Representatives.
5. After the syllabus is endorsed, the faculty member provides the original signed proposal form as well as a copy of the endorsed syllabus to the Office of Institutional Effectiveness.