

Faculty Mentor Checklists Yavapai College

Year One Checklist

- Both faculty mentors and Dean **observe** provisional faculty teach before October 1st.
- All team meet at the end of the Fall semester to discuss progress and schedule Spring semester observations.
- Both faculty mentors and VP **observe** provisional faculty teach before April 1st.
- **Electronic Portfolio** due to Dean/Director by April 15th.
- All team meet by April 30th to discuss progress and sign **Recommendation Form**.

Year Two Checklist

- Both faculty mentors and VP **observe** provisional faculty teach before October 1st.
- All team meet by October 31st to discuss progress and sign **Recommendation Form**.
- All team meet at the end of the Fall semester or beginning of Spring semester to discuss progress and schedule Spring semester observations.
- Both faculty mentors and Dean **observe** provisional faculty teach before April 1st.
- **Electronic Portfolio** due to Dean/Program Director by April 15th.
- All team meet by April 30th to discuss progress.

Year Three Checklist

- Both faculty mentors and Dean **observe** provisional faculty teach before October 1st.
- Completed **Electronic Portfolio** due to Dean/Director by October 1st.
- All team meet by October 1st to discuss progress and sign **Recommendation Form**.

Mentor Team Chair schedules team meetings. Mentor Team Chair keeps copies of all observation forms. Original forms are kept in the portfolio. For more detailed information about the process, please read the Trackers.

If the Mentor Team signs a Recommendation Form for non-continuance, email a copy to the VP of Instruction and the Chair of the Peer Faculty Mentor Oversight Committee.

For all documents and forms, go to www.tinyurl.com/pfmoc-links