

## **YC Peer Faculty Mentor Process**

**Effective Date: August 2025**

### **Purpose**

This document describes the process used during the progression of an eligible full-time faculty member from hiring to continuing status or, in the case of faculty with temporary appointments, in preparation for a possible future offer of continuing status.

The roles and responsibilities of the Peer Faculty Mentor Committee members (hereinafter the Mentor Team) and faculty participating in the process are also assessed.

### **Rationale**

The Peer Faculty Mentor Process has been established to provide an effective mechanism for the successful movement of faculty from hiring to continuing status by offering collegial support, advice, and guidance. This process also applies to those faculty hired under a temporary appointment. The Peer Faculty Mentor Process consists of both mentoring and assessing teaching and scholarship. Continuing status faculty and administrators work collaboratively with the provisional faculty throughout the process. The performance management requirements for faculty are addressed and included in the process.

### **Peer Faculty Mentor Team Composition**

The Peer Faculty Mentor Team consists of three members who agree to support and guide the provisional faculty member throughout the entire process. For Year 1, the Team consists of the Dean, Associate Dean, or Program Director and two continuing status faculty. For Years 2 and 3, the Team consists of the Dean, Associate Dean or Program Director, and one continuing status faculty. After Year 1, the faculty chair of the Mentor Team will remain on the Team for Years 2 and 3.

The provisional faculty member has the right to request changes in the composition of the committee. A change in mentor team membership is not recommended after the first year and any change requires consultation and approval from the Peer Mentor Program Director.

### **Responsibilities of the Mentor Team**

One continuing faculty member will be named the Chair of the Mentor Team. The Chair will be responsible for scheduling and conducting meetings, coordinating classroom observations, ensuring the committee and faculty meet reporting deadlines, and documenting committee activities. The Mentor Team Chair shall keep copies of all observation forms and minutes of all Mentor Team meetings.

The Mentor Team shall:

- (1) Mentor and evaluate the provisional faculty member as specified in the Timelines section which may include but is not limited to:
  - a. Observing and evaluating instruction which may include the following delivery methods; face to face (“f2f”), hybrid and/or online classes, lab, clinical, rehearsal, or performance;
  - b. Reviewing course syllabi;
  - c. Consulting on best instructional practices;
  - d. Serving as an instructional resource;
  - e. Providing guidance and recommendations on the provisional faculty’s portfolio.

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- (2) Attend all required Mentor Team meetings each semester.
- (3) Review the progress of the provisional faculty member toward meeting the required duties of a continuing status faculty member.
- (4) Participate and discuss with the Dean, the Mentor Team's thoughts and comments regarding continuance of the faculty member in the process and movement to continuing status.
- (5) Attend peer faculty mentor training once a year.

The Mentor Team meeting minutes, classroom observation summaries, and Dean recommendations become part of the portfolio evidence used to document the progress of a provisional faculty member throughout their process.

**Observations**

Each member of the Mentor Team will schedule and complete one classroom observation at least once per semester throughout the faculty member's provisional period. The observation process will include pre- and post-observation conversations between the observing committee member and the faculty member being evaluated.

Observations are scheduled with individual Mentor Team members.

Each Mentor Team member should observe each course delivery method, if applicable, at least once during the entire provisional review process, if possible.

Before the observation, the Mentor Team member should review the syllabus, learning outcomes, intended content, and lesson plans.

The post-observation meeting should occur within one week after the observation and include an evaluation of the plans — including successes and/or challenges — during the observation duration. How to incorporate those successes in future classes or how to better meet challenges should also be discussed at this time.

**Recommendations**

During the first year, the Mentor Team continuing status faculty provides their classroom observations and any other documentation, comments, concerns, and/or discussions to the Dean, who shall complete the formal recommendation using the timeline for the fall and spring start dates. These recommendations become part of the provisional faculty member's portfolio and are distributed by the Dean. Final review and approval in year three, is by the Provost or Vice President of Workforce Development & Health Sciences.

Anytime during the three-year provisional process if a faculty receives a "Recommend with conditions" or "Do not recommend" of non-continuance, a copy of the Recommendation form and conditions shall be sent to the Peer Mentor Program Director and the Provost or Vice President of Workforce Development & Health Sciences.

In year two, a first semester recommendation of non-continuance to a provisional faculty member is given before the start of the provisional faculty's fourth semester. After discussing a non-continuance of that

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faculty member with the Peer Faculty Program Director, the Dean is responsible for conducting this notification.

This meets the communication requirement of Policy [2.36](#), Severance of Employment of Full-Time Faculty, section Non-Renewal of Contract.

Recommendations should be based upon the evaluation of the provisional faculty member including (but not limited to):

- a. subject matter expertise,
- b. teaching effectiveness,
- c. demonstration of student engagement,
- d. professional attitude,
- e. identification and progress on goals,
- f. college service to meet the required responsibilities of a continuing status faculty member.

Of note, a recommendation of non-continuance by the Dean, may include items that are not within the scope of the Mentor Team's observations and discussions with the Dean.

### **Mentor Team Summary**

Mentor Team participation is a responsibility for continuing status faculty. Serving on a Mentor Team meets one of the requirements for committee participation.

Each Mentor Team member is expected to work proactively and supportively with the provisional faculty member and recognize this is a professional responsibility, but also the provisional faculty member depends on their committee's timely engagement. Mentor Team members shall provide both formative input for improvement and summative input for retention and promotion. Mentor Team members are encouraged to periodically meet informally with the assigned faculty member to mentor and answer questions.

### **Responsibilities of Provisional Faculty**

Each provisional faculty member shall understand the process and meet the timelines for completion of activities and submission of documents as described in the [Timelines](#) section. The provisional faculty member is expected to work professionally with the Mentor Team members and recognize this is a collaborative effort focused on the successful transition from hiring to continuing status. The provisional faculty member is expected to respond promptly to schedule classroom observations and committee meetings. All parties should communicate directly and openly. The provisional faculty member should share any concerns with the process with their Mentors, their cohort liaison (designated by the Peer Mentor Program Director), and/or instructional supervisor.

### **Addressing Concerns**

#### Role of the Peer Mentor Program Director and Peer Mentor Committee

The provisional faculty and Mentor Team members are encouraged to raise and address concerns in a professional, open, and direct manner. Any Mentor Team member is encouraged to express concerns regarding the process or committee dynamics to the Peer Mentor Program Director. When appropriate,

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the Peer Mentor Program Director will meet with the individual who expressed concern(s) to discuss possible solutions. Possible solutions could include, but are not limited to:

- (1) A meeting to be held with any or all members of the Mentor Team to express and resolve issues within the group.
- (2) Replacement of a Mentor Team member(s) with consultation by the Peer Mentor Program Director.

The Peer Mentor Program Director is responsible for discussing and deliberating on the issues at hand and recommending a solution that is in the best interest of the provisional faculty member.

### Role of the Performance Improvement Plan (PIP)

The Dean, in consultation with the Mentor Team, can develop a Performance Improvement Plan (PIP) for the provisional faculty member as needed to provide detailed expectations for any area(s) requiring attention. The plan would clearly state item(s) requiring attention, provide an action plan, and set deadlines for review and documented improvement.

### **Evaluation Instruments**

Approved classroom observation instruments (in-class and online) are posted on HR Toolbox under Provisional Faculty. <https://www.yc.edu/v6/human-resources/toolbox.html>

### **Timeline**

The following tables summarize the activities required for the provisional faculty member and the Mentor Team members during the mentor process. The summary tables are to be used as a guideline only; the details of each step are found in this document.

Under [Policy 2.01](#), Employee Classification and Status, provisional faculty are Associate Professors for the first three years, and then are Professors when the continuing status has been approved. The peer faculty mentor process is typically a three-year (six semester) process beginning in the fall or spring semester with Mentor Team members completing their committee responsibilities after five semesters. The process may be extended one year per the recommendation of the Mentor Team and the managing Dean with the approval of the Provost/VP, and notification of the Peer Mentor Program Director.

The request for an extension must be made before the end of the fifth semester in year three. An extension would be considered to accommodate special circumstances due to an extended absence or to address defined areas for performance improvement.

All documentation of the mentor process activities is discussed during each semester's summary meeting. The attendees of the summary meetings must be the entire mentor team including the provisional faculty's Dean or supervising manager. The provisional faculty members' Dean or supervising manager is responsible for sharing any documentation with Human Resources.

Any proposed variations to the normal process as described in this document must be communicated to the Mentor Team, managing Dean, Peer Mentor Program Chair, as well as the provisional faculty, and a plan to accommodate those changes must be negotiated and agreed upon by all involved *prior* to any changes being implemented.

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**Timeline Tables**

**New Faculty: Fall Start**

<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year One – Fall</b>		
August	Peer Mentor Program Director coordinates the formation of new Mentor Teams	All Mentor Teams have two faculty members
August - September	(1) Annual Mentor Team training conducted by the Peer Mentor Program Committee (2) Mentor Team meeting	(1) Completion documented on tracker form (2) Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
September – October	Classroom observations by Faculty Mentors and Dean or designee	Written summaries and individual pre/post observation meetings
November – December	Mentor Team meeting	Discuss classroom observations; meeting full-time faculty responsibilities; progress on goals; development of PIP if applicable; minutes
<b>Year One – Spring</b>		
January	Mentor Team meeting	Classroom observations scheduled and review of activities for the semester
February – March	(1) Classroom observations by Faculty Mentor Team members	(1) Written summaries and individual pre/post observation meetings (2) Post-observation meeting with Faculty Mentor Team members
April	(1) Mentor Team meeting	Mentor Team consults with Dean, discussing classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; development, review, and update of PIP if applicable; minutes
April 15 <sup>th</sup>	Portfolio provided to Dean or designee for review	Checked for required elements and addition of supervisor summary
April 30 <sup>th</sup>	(1) Dean signs Recommendation Form (by April 30 <sup>th</sup> ) (2) Dean recommendation form sent to Provost/VP and Chair of Peer Faculty Mentor Oversight Committee.	Notification of continuance or non-continuance
May	Provost/VP review of non-continuance recommendation	Review of non-continuance

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<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year Two – Fall</b>		
August - September	(1) Annual Mentor Team training conducted by the Peer Mentor Program Committee (2) Mentor Team meeting	(1) Completion documented (2) Classroom observations scheduled; goals reviewed, set, and documented, minutes
September – October	(1) Classroom observations by Mentor Team Faculty members	(1) Written summaries and individual pre/post observation meetings (2) Post-observation meeting with Dean or designee
October 31 <sup>st</sup>	(1) Dean signs Recommendation Form (by October 31 <sup>st</sup> ) (2) Dean's recommendation form sent to Provost/VP and Chair of Peer Faculty Mentor Oversight Committee.	Notification of continuance or non-continuance
November – December	(1) Mentor Team meeting (2) Provost/VP review of non-continuance recommendation	(1) Discuss classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; PIP if applicable; committee recommendation on continuance; minutes (2) Review of non-continuance
<b>Year Two – Spring</b>		
January	Mentor Team meeting	Classroom observations scheduled and review of activities for the semester
February – March	Classroom observations by Mentor Team Faculty members and Dean or designee	Written summaries and individual pre/post observation meetings
April	Mentor Team meeting	Discuss classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; PIP if applicable; minutes
April 15 <sup>th</sup>	Portfolio provided to Dean for review	Checked for required elements after addition of supervisor summary/ review

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<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year Three - Fall</b>		
August - September	(1) Annual Mentor Team training conducted by the Peer Mentor Program Committee (2) Mentor Team meeting	(1) Completion documented (2) Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
August - September	Final Classroom observations by Mentor Team Faculty members	Written summaries and individual pre/post observation meetings
October 1 <sup>st</sup>	(1) Mentor Team meeting	Discuss classroom observations, student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; PIP if applicable; minutes; committee discusses with Dean on movement to continuing status
October 1 <sup>st</sup>	Provisional faculty member submits completed portfolio to Dean	Checked for required elements and addition of supervisor summary
November 1 <sup>st</sup>	(1) Dean signs Recommendation Form (by November 1st) (2) Portfolio provided from Dean to Provost/VP	Portfolio reviewed and recommendation developed for the Provost/VP
December 1st	Recommendation provided by the Provost/VP to the College President	Portfolio reviewed and recommendation developed for the President
January 1st	Final decision on approval/disapproval of continuing status by the college President	Notification to the provisional faculty member of the decision
<b>Year Three - Spring</b>		
Spring Semester	Introduction of new continuing status faculty members to the District Governing Board	Faculty Mentor Process completed

**New Faculty: Spring Start**

<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year One – Spring</b>		



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January	Peer Mentor Program Director coordinates the formation of new Mentor Teams	All Mentor Teams have two faculty members
January-February	Mentor Team meeting	Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
February-March	Classroom observations by Faculty Mentors and Dean or designee	Written summaries and individual pre/post observation meetings
April	Mentor Team meeting	Discuss classroom observations; meeting full-time faculty responsibilities; progress on goals; development of PIP if applicable; minutes
<b>Year One – Fall</b>		
August-September	(1) Annual Mentor Team training conducted by the Peer Mentor Program Committee (2) Mentor Team meeting	(1) Completion documented on tracker form (2) Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
September-October	Classroom observations by Faculty Mentor Team members	Written summaries and individual pre/post observation meetings
October	(1) Mentor Team meeting	Mentor Team consults with Dean, discussing classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; development, review, and update of PIP if applicable; minutes
October 15th	Portfolio provided to Dean or designee for review	Checked for required elements and addition of supervisor summary
October 31st	(1) Dean signs Recommendation Form (by October 31st) (2) Dean recommendation form sent to Provost/VP and Chair of Peer Faculty Mentor Oversight Committee.	Notification of continuance or non-continuance
December	Provost/VP review of non-continuance recommendation	Review of non-continuance

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<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year Two –Spring</b>		
January-February	(1) Classroom observations by Mentor Team Faculty members (2) Mentor Team Meeting	(1) Written summaries and individual pre/post observation meetings (2) Post-observation meeting with Dean or designee
March 31st	(1) Dean signs Recommendation Form (by March 31st) (2) Dean recommendation form sent to Provost/VP and Chair of Peer Faculty Mentor Oversight Committee	(1) Discuss with Dean classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; PIP if applicable; committee recommendation on continuance; minutes (2) Notification of continuance or non-continuance
May 15th	Provost/VP review of non-continuance recommendation	Review of non-continuance
<b>Year Two – Fall</b>		
August-September	(1) Annual Mentor Team training conducted by the Peer Mentor Program Committee (2) Mentor Team Meeting	(1) Completion documented on tracker form (2) Classroom observations scheduled; goals for provisional faculty member set and documented, minutes
September-October	Classroom observations by Faculty Mentors and Dean or Designee	Written summaries and individual pre/post observation meetings
October 15 <sup>th</sup>	Portfolio provided to Dean or Designee for review	Checked for required elements after addition of supervisor summary/review
November-December	Mentor Team meeting	Discuss classroom observations; student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; PIP if applicable; minutes

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<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year Three -Spring</b>		
January-February	Mentor Team meeting	Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
February 28th	Final Classroom observations by Mentor Team Faculty members	Written summaries and individual pre/post observation meetings
February 28th	(1) Mentor Team meeting	Discuss classroom observations, and student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; PIP if applicable; minutes; Team consults with Dean regarding recommendation on movement to continuing status
March 1 <sup>st</sup>	Provisional faculty member submits completed portfolio to Dean	Checked for required elements and addition of supervisor summary
April 1 <sup>st</sup>	(1) Dean signs Recommendation Form (by April 1st) (2) Portfolio provided from Dean to Provost/VP	Portfolio reviewed and recommendation developed for the Provost/VP
May 1st	Recommendation provided by the Provost/VP to the College President	Portfolio reviewed and recommendation developed for the President
June 1st	Final decision on approval/disapproval of continuing status by the college President	Notification to the provisional faculty member of the decision
<b>Year Three - Fall</b>		
September	Introduction of new continuing status faculty members to the District Governing Board	Faculty Mentor Process completed

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**The Portfolio**

The portfolio preparation and submittal by the deadlines described in this document and listed in the Timeline Tables is the responsibility of the provisional faculty member. The portfolio must be developed in an electronic format in Canvas. Faculty can ask the Peer Faculty Mentor Committee for a copy of the Canvas shell. The portfolio can be organized by year and should include the following categories of documentation in the order listed in the following table.

**Portfolio Outline:**

Category	Item	Frequency
Introduction	Provisional faculty member's self-reflection on teaching	To be included prior to submission to Dean or hiring manager
1 – Classroom Observations	Mentor Team member classroom observations	Collected each semester from the Mentor Team members
2 – Student Evaluations	Student evaluations	All courses each semester
3 – Course Syllabi	Course Syllabi	One course each semester
4 – Performance Management	Performance Evaluation per the HR performance management process  Faculty self-evaluation: goals and progress; documentation and summary of activities to meet full-time faculty responsibilities; professional development, committee participation, and community service	Completed annually  Each Spring
5 – Meeting Minutes	Mentor Team meeting minutes	Collected from all Mentor Team meetings during the process
6 – Continuance	Continuance recommendation forms from the Dean	Years one, two, and three
7– Orientation	Documentation of completion of the First Year Faculty @YC Orientation	End of first year- If appropriate
8 – Improvement Plan	Performance Improvement Plan documentation	If appropriate
9 – Additional Information	Examples of teaching materials, assessments, etc.	Added each semester

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Notes:

Item number (7) – Every provisional faculty member is expected to complete the orientation program during year one of the process. Exceptions to completion of the orientation program require the approval of the Mentor Team, the Peer Mentor Program Director, and the Provost/VP.

The portfolio completion and submission dates are outlined in the year three – timeline table.

The Provost/VP requests that all portfolios be submitted in electronic format in Canvas.

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