Faculty Mentor Responsibilities Checklist

➢ Check-in with provisional faculty every month during the mentor process

➢ Discuss syllabus policy and syllabus template

➢ Discuss maintaining five office hours in person

➢ Discuss cannot change learning outcomes or course content

➢ Review LMS policy and Canvas Navigation

➢ Review grading timeline within syllabus

➢ Discuss the importance of prompt responses (email) to students, supervisors and other faculty (48 hours, Monday through Friday)

➢ Discuss the need to review student evaluations

➢ Review to add teaching schedule to Outlook calendar

➢ Observe teaching every semester

➢ Observe that as an instructor, the provisional faculty creates a positive and productive environment conducive to learning

➢ Meet with provisional faculty for feedback about instruction

➢ Remind that provisional faculty are Associate Professor for first three years, then Professor when continuing contract

➢ Guide development of e-portfolio

➢ Discuss participating in a college committee

➢ Discuss how curriculum development works and how to submit a new course

➢ Review OER

➢ Discuss engaging in professional development and growth opportunities and pro gro money

➤ Review the required attendance in Outward Mindset training

➤ Discuss strategies on how to effectively communicate with supervisors and colleagues

➤ Review how to complete performance evaluation in NEO.gov

➤ Remind to complete mandatory YC trainings in a timely manner

➤ Review to consistently attend department and division meetings

➤ Review attendance policies for campus events and meetings, including attendance for convocation and graduation

➤ Remind that the instructor is responsible for student activities if sick or absent and must notify supervisor and/or ISS

➤ Remind that faculty have three personal days available per year, submit to supervisor