

## Timeline Tables – Year One Tracker

<b>Time</b>	<b>Activity</b>	<b>Outcome</b>
<b>Year One – Fall</b>		
August	PFMOC Chair coordinates formation of new Mentor Teams.	All Mentor Teams set for the year
August - September	(1) Annual Mentor Team member and peer review training conducted by the PROC. (2) Mentor Team meeting	(1) Completion documented on tracker form and placed in portfolio (2) Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
September – October	Classroom observations	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 Mentor Team members  (2) and Vice President (VP) for Instruction & Student Development	(1) Written summaries and individual pre/post observation meetings  (2) Post observation meeting with VP
April	Mentor Team meeting Mentor Team signs Recommendation Form	Discuss 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 for review	Checked for required elements and addition of supervisor summary
April 30 <sup>th</sup>	Mentor Team recommendation provided to VP for Instruction & Student Development	VP decision on continuation status by May 30 <sup>th</sup> with communication to the committee and provisional faculty member