

## The YC Peer Faculty Mentor Process

### 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. 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, resume, photos	To be included prior to submission to Dean or hiring manager.
1 – Classroom Observations	Mentor Team member classroom observations  Provisional faculty member self-evaluation on teaching	Collected each semester from the Mentor Team members and from the VP of Instruction  Spring
2 – Student Evaluations	Student evaluations	All courses each semester
3 – Course Syllabi	Course Syllabi	One course each semester
4 – Performance Evaluation	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	Completed annually in NeoGov, Begin in the Fall  Submit 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 Mentor Team	Years one, two, and three
7– Orientation	Documentation of completion certificate of the New Faculty Orientation Program	End of first year
8 – Improvement Plan	Performance Improvement Plan documentation	If appropriate
9 – Additional Information	Examples of teaching materials, assessments, etc.	Added each semester

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 and the Vice President of Instruction.

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

The VP of Instruction requests that all portfolios be submitted by electronic format. Samples of e-portfolios are posted in the Faculty Association Canvas site in the module called “Peer Faculty Mentor Oversight Committee”.

[https://canvas.yc.edu/courses/5675/pages/sample-e-portfolios?module\\_item\\_id=495524](https://canvas.yc.edu/courses/5675/pages/sample-e-portfolios?module_item_id=495524)

MKH Updated and Approved by Faculty Senate 5-7-2021