



## **Temporary Faculty Mentor Process**

### **One Year Temporary Faculty**

#### **Purpose**

This document describes the process to evaluate one-year temporary faculty. This process consists of both mentoring and evaluative components.

#### **Peer Faculty Mentor Committee Composition**

The Peer Faculty Mentor Committee (otherwise known as the Mentor Team) consists of three members who agree to support and guide the one-year faculty member through the process: the division dean (or designated supervisor) and two continuing-contract faculty members. One-year faculty members (mentors) are recommended to the team by the Peer Faculty Mentor Oversight Committee Chair in consultation with the dean or managing supervisor and will include at least one faculty member from the faculty member's assigned division/discipline whenever possible.

Once established, the Mentor Team will select one of their members who will serve as Chair. The Chair will be responsible for scheduling and conducting meetings and coordinating classroom observations, the mentor team chair will keep a copy of all observation and recommendation forms. The Mentor Team must inform the Chair of the Peer Faculty Mentor Oversight Committee whom they selected as Chair of their team.

#### **Mentor Process Options for Temporary Faculty**

Temporary faculty who are hired on a one-year contract **must choose one of two mentoring tracks.**

##### **Option One:** Temporary Faculty Mentor Track

The members of the committee will:

- Observe and evaluating instruction that may include any of the following delivery methods; f2f/hybrid classroom, online, lab, clinical, rehearsal, or performance.
- Review course syllabi.
- Conduct a class observation follow-up meeting.
- Consult on best instructional practices.
- Serve as an instructional resource.

**Option Two: One-Year Provisional Faculty Track**

Under option two, the faculty member would follow all of the requirements of a first year provisional faculty member ([link to provisional document](#)).

In the future, if the temporary faculty member is offered a continuing contract at Yavapai College, that faculty member would begin the peer mentor process as a second year provisional faculty member.

Approved by Faculty Senate 11-19-2020