

Adjunct Faculty Mentor Completion Checklist

Faculty mentors should submit this checklist when all mentor responsibilities for the academic year have been met. Stipend payments will be processed upon receipt of this completed checklist.

Adjunct Faculty Name: _____

Adjunct Faculty Mentor Name: _____

Academic Year: _____ Date of Completion: _____

Mentor Responsibilities	Date Completed
1. Attend "Building Community through Faculty Mentoring" workshop in the TLC.	
2. Review the Adjunct Mini-Portfolio Process with the adjunct faculty member.	
3. Make initial contact with the adjunct faculty member before (or early in) the first semester of teaching.	
4. Continue monthly contact with the adjunct faculty member during the first semester of teaching.	
5. Schedule a classroom observation and send the adjunct faculty member the Classroom Observation Form so they can fill out Section 1.	
6. Complete a classroom observation of the adjunct faculty member using the Classroom Observation Form.	
7. Conduct a follow-up discussion with the adjunct faculty member concerning the classroom observation.	
8. Forward results of the classroom observation and follow-up discussion to the appropriate Dean and Department Chair, or Program Director, or Coordinator.	
9. Complete the Mentor Feedback Form : https://fsw.qualtrics.com/jfe/form/SV_9GFyqajREBOSTAV .	

Additional Comments or Suggestions:

Mentor's Signature

Date

Please submit this completed checklist via email to the Teaching and Learning Center at tlc@fsw.edu.