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# FACULTY MENTORING

Mentors will provide guidance to new full-time and adjunct faculty, helping them to understand the informal and formal policies and procedures needed to be successful in their role at FSW. Guidelines for providing college service as a faculty mentor are listed below.

## Selection of New Full-time Faculty Mentor (NFM), Who May Serve, and Terms of Service

The coordinator(s) of the New Faculty Seminar will consult with appropriate individuals to identify faculty to serve as mentors for new full-time faculty. Faculty mentors may or may not be partnered with someone in a similar discipline.

The NFM will formally serve as a resource for faculty for one academic year. The NFM should be employed as a full-time faculty member since the role of the mentor is expected to be familiar with the process for full-time faculty to gain continuing contract status. A person may mentor up to five new full-time faculty members per academic year.

### NFM Responsibilities

* Review the Faculty Evaluation Plan and be familiar with the process for Continuing Contract. This information may be accessed in the document manager via the following path: [Academic Affairs](https://docs.fsw.edu/docnew/browse.php?fFolderId=31) » Faculty Evaluation folder.
* Attend a TLC Workshop on Mentoring.
* Make contact with the faculty member before (or early in) the first semester of teaching to offer any assistance needed in getting started.
* Make monthly contact with the faculty member during the first year of teaching. This may include attending monthly New Faculty Seminar sessions. See additional suggested activities/timeline at the end of this document.
* Formally guide and support faculty through the first year of the Faculty Evaluation Plan.
* Complete the Mentor Evaluation Form and submit the New Faculty Mentor Completion Checklist. This information may be accessed in the document manager via the following path: [Academic Affairs](https://docs.fsw.edu/docnew/browse.php?fFolderId=31) » Faculty Mentoring.

### Stipend Amount

Each mentor will be paid a stipend of $150.00 for each mentee. The stipend will be paid at the end of the academic year for which the faculty served as a mentor and after the Mentor Evaluation Form and Completion Checklist have been submitted.

## Selection of Adjunct Faculty Mentor (AFM), Who May Serve, and Terms of Service

During each period of evaluation, department chairs or program directors will assign adjunct faculty a mentor from their discipline or one closely related. The mentoring needs of each adjunct faculty member will differ. A new adjunct may require more support in general and in the mini-portfolio process than a continuing adjunct faculty member. Mentors are required for all adjunct faculty during periods of evaluation, regardless of the number of years an adjunct faculty member has taught at FSW.

In most cases, this will be a full-time faculty member. The role of the mentor is to:

1. provide support and guidance on processes and policies at FSW
2. provide support on the mini-portfolio process and completion
3. conduct a classroom observation of the class that the adjunct faculty member will document with their other portfolio items.

In order to make the mentoring process equitable within departments, the maximum number of adjunct faculty that a faculty mentor may be assigned is five mentees per evaluation period.

*Special Circumstances Relative to the Assignment of Mentors*

In rare instances when no full-time faculty members are able to serve as mentors, the department chair or program director may assign an adjunct faculty member as a mentor. Adjunct faculty members who serve as mentors must be in good standing and have a (1) record of effective teaching over a period of at least two years and (2) have completed at least one successful portfolio evaluation cycle.

A Department Chair will not typically serve as a mentor. Dual-enrollment coordinators who receive course releases will serve as mentors for concurrent adjunct faculty. There will be no cap on the number of concurrent adjunct faculty whom they may mentor. In programs with specialized accreditation, program directors or administrators may serve as adjunct faculty mentors or in other instances if needed. Chairs are eligible to receive stipends for mentoring duties; however, dual-enrollment coordinators, program directors, and deans will not receive stipends for assuming mentoring duties.

### AFM Responsibilities

* Mentors will contact adjunct faculty mentees(s) either prior to or early in the first semester of the period of evaluation and offer assistance and guidance in the evaluation process. This information may be accessed in the document manager via the following path: [Academic Affairs](https://docs.fsw.edu/docnew/browse.php?fFolderId=31) » Adjunct Faculty folder.
* Mentors will arrange for a classroom or online observation with their mentee to be conducted during the first semester in which the evaluation period begins.
  + If the adjunct faculty member only teaches online, the AFM should arrange a virtual meeting with the online adjunct. Online adjunct faculty provide a live virtual “tour” of the online course and show examples of specific features in the course upon request of the mentor. These features will be in support of the criteria on the observation form (i.e. examples of timely feedback, announcements, etc.). This tour cannot be a screen recording or phone call. It can be accomplished using Zoom or another tool of adjunct's/mentor’s choosing. Online adjuncts will need to allow time for mentors to read/review aspects of the course during the meeting. Adjunct faculty mentors complete an observation form that is available in the document manager.
* A follow-up discussion will occur between the AFM and the adjunct faculty concerning the classroom observation.
* Results of the classroom observation should be uploaded to the adjunct faculty mini-portfolio by the adjunct faculty member. The adjunct faculty mentor will forward the results of the classroom observation and the follow-up discussion to the appropriate Dean and Department Chair, or Program Director, or Coordinator. If the adjunct is a Concurrent (Dual-Enrollment) instructor, a copy of the classroom observation feedback should also be sent to the Director, Dual Enrollment.
* For new faculty members, mentors should make monthly contact during their first semester of teaching.
* Mentors should have knowledge of the adjunct faculty mini-portfolio process and adjunct faculty evaluation
* Mentors must complete a faculty mentoring workshop through the TLC
* Mentors must complete necessary forms and submit them to the TLC to receive compensation. This information may be accessed in the document manager via the following path:  [Academic Affairs](https://docs.fsw.edu/docnew/browse.php?fFolderId=31) » Faculty Mentoring.

### Stipend Amount

Each mentor will be paid a stipend of $150.00 for each mentee and $200 for each dual-enrollment mentee teaching off-campus. The stipend will be paid at the end of the academic year for which the faculty served as a mentor and after the Mentor Evaluation Form and Completion Checklist have been submitted. [(Available in the Document Manager: Academic Affairs](https://docs.fsw.edu/docnew/browse.php?fFolderId=31) » Faculty Mentoring)

## New Faculty Mentor Suggested Activities and Timeline

### August

* Attend “Building Community Through Faculty Mentoring” workshop.
* Contact new faculty member before or early in the first semester of teaching to introduce yourself and to check in about departmental policies and any questions the faculty member may have about FSW.
* Remind mentee of critical semester start procedures, such as attendance verification and uploading syllabi to Canvas; offer to show them how to accomplish these tasks.

### September/October

* Show your mentee where to find the Faculty Evaluation Plan handbook.
* Offer assistance with Faculty Goal Setting and Weights (Form #3) to new faculty member.
  + Found in the Document Manager > Academic Affairs > Faculty Evaluation Documents
* Arrange to meet for lunch or coffee to check in with your mentee.
* Discuss ways to increase student response rate for Student Opinion Survey (SOS).

### November/December

* Assist new faculty member in locating Student Opinion Survey (SOS) results.
* Arrange to meet for lunch or coffee to check in with your mentee before winter break; Discuss how their first semester went at FSW.

### January/February

* Look at FSW calendars and suggest events to attend with mentee during the semester.
* Encourage mentee to attend committee meetings learn about opportunities for college service.

### March/April

* Arrange to meet for lunch or coffee to check in with your mentee to see if the faculty member has any outstanding questions or concerns.
* Attend New Faculty Seminar closing event.
* Complete the Mentor Completion Checklist and submit to the Teaching and Learning Center (tlc@fsw.edu) by end of Spring semester.
  + Found in the Document Manager > Academic Affairs > Faculty Mentoring
* Complete the mentor evaluation form (link is on the completion checklist).

## Adjunct Faculty Mentor Suggested Activities and Timeline

### Month 1

* Attend “Building Community Through Faculty Mentoring” workshop.
* Contact adjunct faculty member before or early in the first semester of teaching to introduce yourself and to check in about departmental policies and any questions.
* Send a copy of the Adjunct Faculty Classroom (or Online) Observation form to your mentee.
  + Found in the Document Manager > Academic Affairs > Adjunct Faculty
* Schedule a classroom observation with your mentee for a date in month 2 or 3.
  + NOTE: for dual enrollment you will need to get permission from the school to visit. Contact FSW’s Director, Accelerated Programs if you need assistance with this matter.

### Months 2 and 3

* Review and discuss the Adjunct Faculty Mini-Portfolio Process with adjunct faculty member.
  + Found in the Document Manager > Academic Affairs > Adjunct Faculty
* Attend the faculty member’s class to observe or set up an online meeting.
* Review and discuss the classroom observation results with adjunct faculty member.
* Send results of observation & discussion to the appropriate Dean/Chair/Coordinator/Director.
* Send results of observation & discussion of Dual-Enrollment faculty to FSW’s Director, Accelerated Programs.
* Arrange to meet for lunch or coffee to check in with your mentee (if possible).
* Assist new faculty member in locating SOS results.

### Month 4

* Contact adjunct faculty member to check in about departmental policies for closing the semester, submitting final grades, and any questions the faculty member may have.
* Complete the Mentor Completion Checklist and submit to the Teaching and Learning Center (tlc@fsw.edu) by end of Spring semester.
  + Found in the Document Manager > Academic Affairs > Faculty Mentoring
* Complete the mentor evaluation form (link is on the completion checklist).