**Faculty Mentoring Faculty**

**Mentor Procedure Checklist**

Mentor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. Contact Your Mentee.

You should be the first to initiate contact with your mentee. Call or email within the first week of mentee notification.

\_\_\_\_\_\_\_\_\_ Set a date for the mentee to send you his/her completed Needs Assessment List.

\_\_\_\_\_\_\_\_\_ Set a time for the first meeting to take place. You should allow enough time to look over your mentee's Needs Assessment List before your first meeting.

II. First Meeting

Make the first contact informal. Welcome your mentee to the college and/or to the FMF program. Try to make your mentee feel at ease. Also, you might want to read the document in your packet on what makes an Effective Mentor. This one document just scratches the surface of the information available on the Mentor/Mentee relationship. If you would like more information on this topic please contact your department dean.

\_\_\_\_\_\_\_\_\_ Discuss Needs Assessment List

\_\_\_\_\_\_\_\_\_ Set Goals. Clarify expectations on both sides. (Fill out Form and send copy to mentee after the meeting)

\_\_\_\_\_\_\_\_\_ Set date for first classroom observation.

\_\_\_\_\_\_\_\_\_ Set date (as soon as possible after the classroom observation) for meeting to discuss the classroom observation.

\_\_\_\_\_\_\_\_\_ Sign Partnership Agreement

III. First Classroom Observation

Bring observation form, Goals and blank paper for notes.

\_\_\_\_\_\_\_\_\_ Fill out observation form.

\_\_\_\_\_\_\_\_\_ Keeping in mind your agreed upon goals, take notes on the mentee's instruction.

IV. Second Meeting

Remember, the role of the mentor is NOT to evaluate, but to offer non-authoritative advice and suggestions for improvement. Discuss teaching techniques that have worked for you. The goal is to build a trusting relationship.

\_\_\_\_\_\_\_\_\_ Discuss the observation form you filled out, commenting on strengths and areas for improvement. Make a copy and send to mentee.

\_\_\_\_\_\_\_\_\_\_Revisit the Goals form and revise, if necessary. Send copy to mentee if revised.

\_\_\_\_\_\_\_\_\_\_Discuss specific actions, solutions or strategies and fill out the Plan of Action Form. Send copy to mentee after the meeting.

\_\_\_\_\_\_\_\_\_ Set date for your mentee to visit your class. Point out specific things for the mentee to observe and reflect on.

\_\_\_\_\_\_\_\_\_ Set date for the third meeting, to take place after your mentee visits your class.

V. Mentee Classroom Visitation

\_\_\_\_\_\_\_\_\_ Your mentee will visit your class.

VI. Third Meeting

The purpose of this meeting is twofold. First, this meeting is to get some feedback from your mentee on your mentoring relationship. Does your mentee think things are going well or do adjustments need to be made? Second, the meeting is to have an open conversation about what your mentee observed in your classroom. You should encourage questions. Discuss the similarities and differences in instruction styles. What are you doing in the classroom that they might adapt or use in their classroom?

\_\_\_\_\_\_\_\_\_ Discuss your mentee's visitation.

\_\_\_\_\_\_\_\_\_ Revise, if necessary, your Plan of Action form and send revised copy to your mentee.

\_\_\_\_\_\_\_\_\_ Set date for your second classroom observation.

\_\_\_\_\_\_\_\_\_ Set date for the last meeting to discuss the classroom observation.

VII. Second Classroom Observation

Bring observation form, Goals and Plan of Action and blank paper for notes.

\_\_\_\_\_\_\_\_\_ Fill out observation form.

\_\_\_\_\_\_\_\_\_ Keeping in mind your agreed upon Goals and Plan of Action take notes on the mentee's instruction. Make note of improvements and areas that still need improvement.

VIII. Final Meeting

This will be the last official meeting. The meeting should be a summary of what has been accomplished and also a look toward the future. Hopefully, you and your mentee have built a relationship that will continue past the completion of the Faculty Mentoring Faculty program.

\_\_\_\_\_\_\_\_\_ Discuss the observation form you filled out, commenting on improvements and areas that still need improvement. Make a copy and send to mentee.

\_\_\_\_\_\_\_\_\_ Form a Future Action Plan to improve these areas. Fill out form and send copy to mentee after the meeting.

IX. Program Feedback

We would like to know what's working and what's not working in the FMF program. Any suggestions or comments are welcome. Please take some time to fill out the FMF Evaluation form and send it to your academic division.