Faculty Mentors for Adjunct Faculty Expectations

A faculty mentor is an experienced instructor (full-time or adjunct) who is assigned to share knowledge of his or her craft with new instructors by providing professional companionship, feedback, support and assistance for the purpose of refining presentation skills, learning new skills, and/or solving classroom-related issues. The faculty mentor will orient the adjunct instructor to the college’s divisions, program policies, procedures, curriculum, support services, personnel, physical plant, supplies, budgets, schedules and employee handbook.

Faculty Assignment:
- The faculty assignment will be determined by the administrator and will include about one (1) contact hour over the course of the semester for theory or lab-based classes.
- Additional or alternate work assignment may be required for clinical and/or fieldwork mentoring.

Selection Process and Term Length:
- The administrator will select the faculty mentor from the pool of division/program faculty.
- The mentor term length will be for 1–2 terms.

Assumptions:
- Have regular communication with the adjunct faculty mentee and make oneself accessible as needed.
- Ensure that the adjunct faculty mentee is utilizing a feedback technique within the first weeks of the course (or within the first third of the course).
- Observe the adjunct faculty mentee’s course/Blackboard course and provide feedback to the mentee.
- Offer an opportunity for the adjunct faculty mentee to observe the mentor’s course/Blackboard course.
- Act as a sounding board for the adjunct faculty mentee.
- Demonstrate positive, quality role modeling in all aspects of the faculty position.
- Coach to develop and refine teaching skills.
- Maintain confidentiality.