

DEPARTMENT OF TEACHING AND LEARNING: Faculty Mentoring Report

Academic Year: _____

Faculty Mentor: _____

Faculty Mentoree: _____

Mentoring Purpose*: _____

{To be completed by the Faculty Mentor}

- *Purpose: new faculty member mentoring or mentoring for tenure/promotion portfolio development or other – please identify
- The first column provides a list of expected mentoring activities (according to mentoring purpose).
- In each semester column, indicate the date(s) you and your mentoree discussed these topics/items. Topics may be discussed once or several times during the academic year. Be sure to document the single or multiple interaction(s).
- The final section of the first column, Mentoring Activity/Topics is labeled 'Other'. Use this section to record any additional activities that you and your mentoree completed which contributed to his/her success as a faculty member in the T&L Department.

Mentoring Activity/Topics	Fall Semester (Dates)	Spring Semester (Dates)
<p><u>GSU/COE/Departmental orientation:</u> <i>getting supplies, travel procedures, Xeroxing, IRC materials/teaching stations, CET, summer school, etc.</i></p> <p><u>Faculty role expectations:</u> <i>faculty meetings, reports, advisement, thesis project committees, office hours, syllabi, courses, Digital Measures, committees, graduate faculty status, professional behaviors, etc.</i></p> <p><u>Course preparation/ implementation:</u> <i>development of syllabus, WINGS, attendance verification, University Bookstore, NCATE key assessments/ rubrics & Task Stream, etc.</i></p> <p><u>Faculty evaluation process:</u> <i>development of yearly professional goals, COE & T&L Roles & Rewards guidelines, tenure & promotion process, building portfolios, etc.</i></p> <p><u>Field supervision:</u> <i>university and area school expectations, policies & procedures, observation forms, course requirements, # & structure of observations, travel reimbursement, etc.</i></p> <p><u>Scholarship:</u> <i>presenting, publishing, writing groups, learning communities, research & grant resources/opportunities, etc.</i></p>		

Mentoring Activity/Topics	Fall Semester (Dates)	Spring Semester (Dates)
<p><u>Service</u>: national, state, community, GSU, COE, Departmental & program committees/ service, pro bono & consulting, etc.</p> <p><u>Being a productive faculty member</u>: time management, use of student course evaluations, balancing responsibilities, how to say 'no', collaborating with colleagues within & across department(s), etc.</p>		
<p><u>Developing Pre-tenure/ Tenure/ Promotion Portfolio</u>: reviewing/feedback curriculum vita, portfolio format discussion, artifact/evidence review, portfolio section summaries checked & feedback provided, final portfolio re-examined</p>		
<p><u>Other</u>:</p>		