



New Faculty Mentorship Program Information

An opportunity to share ideas

Mentorships offer faculty the opportunity to share ideas on classroom teaching and the work environment, and to improve skills, enhance knowledge, explore issues, and increase collegiality.

Full-time faculty receive a maximum of up to fifteen (15) hours flex credit per mentorship In addition.

Pre-approval is needed by the Faculty Professional Development Coordinator.

Forming a mentorship

A completed "Forming the Mentorship" form is required from each member of the group at the start of the Mentorship.

How to form a mentorship

Two steps for a mentorship

Mentorships require a two-step process. The first step establishes the mentorship and informs the area Dean and the Professional Development Office of its existence. The second step tracks the mentorship throughout its duration. This step provides an accounting to the Professional Development Office and to the Chancellor's Office for the Flex hours.

A mentorship form for each partner is required

Two forms are needed by each participant to conduct and track a mentorship. The first is the **Forming the Mentorship** form (at the bottom of this page), which establishes the mentorship for each person involved.

Each participant must complete this form at the start of the mentorship. Deliver a copy of this form (this page only) to the Professional Development Office at the start of the mentorship.

The second form, called **Tracking the Mentorship** (on the back of this page), keeps an ongoing record of the meeting dates, time spent, and the content and value of the discussions. *Each participant must complete and sign this form, too.*

Deliver the **Tracking the Mentorship** form, completed and signed, to the Professional Development Office at the end of the mentorship.



Date ___/___/_____

Mentorship Program **Step 1** – Forming the Mentorship

Please print clearly Copy and return this form to Professional Development Office Now. See information above.

Your Name _____ This Mentorship is for the _____ Academic Year.

Department/Workplace: _____ Phone _____ E-Mail _____

Participant Name(s): _____

Purpose of the Mentorship: _____

Date received in PDO ___/___/_____ Approved: _____

IMPORTANT! Copy and return this front page to the Staff Development office now, at the beginning of the Mentorship.

