Provisional Faculty Best Practices Checklist

Completed	Items to review
	First Month
	Check-in with provisional faculty and mentor every month during the mentor process (2.5 years)
	Discuss syllabus policy and syllabus template
	Discuss maintaining five office hours in person
	Discuss cannot change learning outcomes or course content
	Review LMS policy and Canvas Navigation
	Review grading timeline within syllabus
	Participating in a college committee, what is Faculty Senate
	First Semester (year 1)
	Prompt responses (email) to students, supervisors and other faculty (48 hours, Monday through Friday)
	How to review student evaluations
	How to add teaching schedule to Outlook calendar
	Mentor observes teaching every semester
	Mentor observe that as an instructor, the provisional faculty creates a positive and productive environment conducive to learning
	Mentor and provisional faculty meet for feedback about instruction
	Second Semester (year 1)
	Learn that provisional faculty are Associate Professor for first three years, then Professor when continuing contract
	Faculty have three personal days available per year, submit to supervisor

	Development of e-portfolio
	How to complete performance evaluation in NEO.gov
	Third Semester (year 2)
	Complete mandatory YC trainings in a timely manner
	How curriculum development works and how to submit a new course
	Professional development and growth opportunities and pro gro money
	Attending in Outward Mindset training
	Fourth Semester (year 2)
	Review OER
	Review HLC
	Review QM, TELS IYOC
	Consistently attend department and division meetings
	Attendance policies for campus events and meetings, including attendance for convocation and graduation
	Instructor is responsible for student activities if sick or absent and must notify supervisor and/or ISS

Part of the YC Peer Faculty Mentor Process

Effective date: May 2021, updated April 2022