

Peer Mentor Progress Tracker – Year One

Academic Year:

Provisional Faculty:

Mentor #1 (Committee Chair):

Other Committee Members:

Dean:

Mentor #2:

Year One Tasks	Due Date	Peer Review Chair	VP Inst/SS	Dean	Mentor #1 (Chair)	Mentor #2	Provisional Faculty	Date Completed
Create mentor teams	Aug 15	X		approve	approve	approve	approve	
Training planned & conducted	August	X		Attend	Attend	Attend	Attend	
Initial meeting (Outcome: Teams attend and plan classroom observations; provisional faculty goals set)	August	X		Attend	Attend	Attend	Attend	
Faculty Performance Tracker discussed and completed by dean and signed by prov. faculty	Mid Sept.			Review w/ prov.			Submit to dean	
PFMC observation cycle	Aug-Sept			X	X	X	X	
Pre- and post-observation meetings with observer	Sept-Oct			X	X	X	X	
End of semester meeting; discuss observations; arrange Spring observations	End of semester			Attend	Plans meeting, Attends	Attend	Attend	
PFMC classroom observations	Spring		Feb-March	Jan-Feb	Jan-Feb	Jan-Feb	X	
Pre- and post-observation meetings with observer	Feb-Mar		Post only	X	X	X	X	
Dean review of portfolio	April 15			X			submit	
Faculty Performance Tracker updated for end of cycle	April 30			X			X	
End of semester meeting; discuss observations	April 30			Attend	Plans, attends	Attend	Attend	
Recommendation form discussed and signed by mentor team	April 30			X	X	X		
PFMC confirms completion of Tracker with PFMO.	1 May			Attend	Arranges meeting	Attend	Attend	