

## Peer Mentor Progress Tracker – Year Two

Academic Year:

Provisional Faculty:

Mentor #1 (Committee Chair):

Other Committee Members:

Dean:

Mentor #2:

Year Two 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 Chair keeps copies of all obs.	Sept-Oct			X	X	X	X	
Recommendation form discussed and signed by mentor team	Oct 31			X	X	X		
End of semester meeting; discuss observations; arrange Spring observations	End of semester			Attend	Plans, Attends	Attend	Attend	
PRMC 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	
PFMC confirms completion of Tracker with PFMOC.	1 May			Attend	Plans, attends	Attend	Attend	