

Year Three Tracker - 2020		
Year Three - Fall	Activity	Outcome
August - September	(1) Annual Mentor Team member and peer review training conducted by PROC (2) Mentor Team meeting	(1) Completion documented (2) Classroom observations scheduled; goals for provisional faculty member set and documented; minutes
September – October	Final Classroom observations by Mentor Team members	Written summaries and individual pre/post observation meetings
Oct 1 st	Provisional faculty member submits completed portfolio to Dean	Checked for required elements and addition of supervisor summary
October	(1) Mentor Team meeting Mentor Team signs Recommendation Form (2) VP for Instruction & Student Development review of non-continuance recommendation	Discuss classroom observations, student evaluations; meeting full-time faculty responsibilities; progress on goals; self-evaluation summary; PIP if applicable; minutes; committee recommendation on movement to continuing-contract status (2) Notification of non-continuance
Oct 31 st	Recommendation on continuing contract provided by the VP for Instruction & Student Development to the college President	Recommendation reviewed by the President for final decision
Nov 1 st	Portfolio provided to VP for Instruction & Student Development	Portfolio reviewed and recommendation developed for the President
Nov 15 th	Recommendation provided by the VP for Instruction & Student Development to the college President	
Dec 1 st	Final decision on approval/disapproval of continuing-contract status	Notification to the provisional faculty member of the decision
Year Three - Spring		
Spring Semester	Introduction of new continuing-contract faculty members to the District Governing Board	Faculty Mentor Process completed