

Mentoring Best Practices

- It is recommended that mentor partners observe each other's classes. *Truman State University*
- Pre- and post- conversations accompany classroom observations. *Truman State University*
- Mentor partners or "teaching empowerment team" share syllabi and course materials *Reed Library, Fort Lewis College*
- Keep written report of each observation session. Develop elements of observation report beforehand. Here are some examples of what the report may include: Goals; Materials; Content; Engagement; Teaching Techniques; Recommendations. *Reed Library, Fort Lewis College*
- No verbal or written assessment of observation is given to department chairs or administrators. *Eastern Connecticut State University*
- Peer consultation is voluntary, non-evaluative, and outside of the retention, tenure, and promotion process and strictly confidential for development, not evaluative, purposes. *Ramapo College of New Jersey*
- Establish outcomes of mentoring/consulting. Here are some examples of outcomes: 1. "To acknowledge and share exemplary teaching practices"; 2. "To remediate—through informal peer review and feedback"; 3. "To create a structure that supports continuous observation and review of teaching practices so that those that are successful are shared and integrated into use." *Reed Library, Fort Lewis College*
- Observers need to be trained prior to observing classes. *Truman State University*
- CETL provides confidential student evaluation consultations. Instructor may fill out a student evaluation prior to consultation detailing how he/she expects students to respond. Discrepancies can be discussed. *Truman State University*
- Video-tape observation of classroom experience is followed by an in-depth interview and/or small group discussion. *Truman State University*
- Partner Exchange Program: Course release to be a student in partner's course. Able to attend all classes, complete all assignments, and provide on-going feedback throughout the semester. Findings presented to other faculty/staff. *University of Mary – Washington*
- Stipend for professional development for each mentor partner. *University of Minnesota – Morris*
- Mentoring relationship may be reciprocal such as junior faculty/staff member providing technology skills updates to senior faculty/staff member. *University of Minnesota – Morris*
- Encouraged to pair mentors of diverse disciplinary backgrounds. *University of North Carolina at Asheville*
- Faculty member seeking consultation expresses if he or she has any preferred qualities/characteristics/experiences he or she would like to see in a peer consultant. *Eastern Connecticut State University*
- Faculty/Staff Mentor Program Coordinator service assignment position established. Duties include contacting new faculty/staff members, developing calendar of events, and maintaining contact with mentees. *University of North Carolina at Asheville*
- Expert Teachers Program: Recipients of teaching awards open their classrooms to peers interested in observing them teach. *Ramapo College of New Jersey*