

Observation and Evaluation Plans

L&C Mentoring – Fall 2017/Spring 2018

- Assigned mentors shall **formally observe** their mentees, twice each semester.
- Observation times should be arranged between mentor and mentee, with an aim towards having one early and one later semester visit; post visit conversations and letter edits should take place according to departmental and CBA procedures.
- Additional informal visits may take place if deemed advisable by the mentor.
- Spring mentors must draft evaluations of their mentees, synthesizing Fall/Spring observations and available student evaluation data following the mentor program template.
- Mentors working with returning mentees should also jointly review student observation data from last year.
- Mentors are also expected to administer the student evaluation instrument to the classes of their mentees.

Fall

Deadline for observations to be complete is the 12th week of the semester. **(Fri 11/17/17)**

Mentees teaching online courses must also be observed. There is no formal framework for online observations; Dept. past practice is to meet with the teacher over 45 minutes and receive a guided tour of the class.

Spring

Observations and evaluation must be complete, filed in the English Office for the program director to sign (as Departmental Evaluation Committee Chair designee) by the first Friday in March.

(*TA evaluations and PTT evaluations have slightly different contractual due dates; but we'll aim for the first Friday in March for uniformity **(3/2/18)**).

Mentees

It is your responsibility to submit evaluation documents to Jackie in the English Office.

- Contact your mentor to request official observations; provide your class name, location and meeting times. You must be formally observed twice each semester
- If you are having problems with a class, you should contact and/or meet with your mentor promptly. An informal visit can also be arranged at the request of mentor or mentee.
- Submit supporting materials to comprise your evaluation file in Spring. Your file should include an updated vita, syllabi for the courses you taught, copies of at least three, signed observation reports (2 Fall and **1 Spring**), Fall student evaluation results, and optional supporting materials (such as a 1 page, narrative self-evaluation).
- **Continuing mentees should provide access to the second observation and student evaluation reports from the prior Spring.**

Mentors

- There is a template to assist you in composing the evaluation. **Because of the early Spring deadline, evaluations may be completed with only 1 of 2 Spring observations in the file. Nonetheless, the second Spring observation must be completed and filed. Continuing mentees should provide access to the second observation from the prior Spring.**
- Be sure to provide signed observations to the mentee, who will then sign and submit to Jackie.

Evaluation Deadlines:

- Evaluation materials are due the last Friday in February (2/23/18). You should check well before this to make sure all materials are in place, for your mentor has only one week to complete your evaluation.
- **Please include the appropriate CHECKLIST when completing your file.**

(*This is NOT the same file you might use to reapply for a employment at IUP. Keep copies of all documents if you attend to apply for a PTT, TA, or other teaching position at IUP.)

