Adjunct Mentoring Program at Camden County College

Mission and Purpose

The Camden County College Adjunct Mentoring Program is designed to provide each new adjunct with the kind of personalized support and guidance needed to be successful in the classroom. The purpose of the mentor process is to improve instruction by offering support and providing professional development. Mentors do not serve as evaluators or judges of new faculty. Instead, they offer an insider's guidance and insights. Further, mentors should not be expected to do the job of the supervisor. For this reason, supervisors should not serve as mentors to those they supervise. A mentor must function as an individual who does not judge, does not evaluate and does not make employment. The mentor will serve as a general resource for a new adjunct. All new adjuncts will be offered the opportunity to have a mentor. Adjunct faculty members will be assigned mentors only as requested.

Criteria For Mentor Selection:

- Mentors must have taught at least four semesters at Camden County College.
- Mentors must be approved by chair/coordinator or dean.
- Mentors must be willing to spend at least 3 hours within a semester with each mentee.
- Mentors must be willing to share their phone number and email with the mentee.

Mentor Appointments

With the assistance of the Dean and Chair/Coordinator, the Office of Academic Support will solicit adjunct mentors and will match adjunct mentors and mentees from the same academic department whenever possible. The maximum number of mentees per any adjunct mentor is 5.
Mentor Responsibilities:

- Initiate contact with mentee(s) to plan mentoring activities based on the guidelines identified in the Mentor and Mentee Checklist.
- Engage in activities involving a minimum 3 hours of mentor/mentee contact.
- Submit a Mentor Checklist and Program Evaluation to their dean’s office. Payment will not be processed until all forms are received.

Process For Payment

At the BEGINNING of the semester, each Mentor is required to submit the following materials to their dean’s office:

- Special Project Form
- Mentor Assignment Form
- Mentor Contract

At the END of the semester, each Mentor is required to submit the following materials to their dean’s office:

- Mentor Checklist
- Mentor Evaluation - Mentee(s) submit their evaluation forms separately.

*Reimbursement for adjunct mentors is 20% of the one credit adjunct rate per mentee for a maximum of 5 mentees.
Camden County College
Mentoring Program Guidelines

New Adjunct faculty Mentees and their Mentors should make every effort to adhere to the guidelines, however, it is understandable that schedule conflicts may necessitate the use of a virtual environment.

1) Get to know each other
   a. Exchange teaching schedules, email addresses, phone numbers, office hours, etc.
   b. Establish an initial meeting to review the program.

2) Establish a regular meeting time
   a. Meetings should be established at a regular time and place,
   b. Meetings should be in a relaxed, quiet setting,
   c. Meetings should occur at the beginning of the semester, mid semester and end of the semester.

3) Establish expectations of each other
   a. Maintain a non-judgmental attitude.
   b. Reflect a positive attitude about the College, students, and the program.
   c. Each has the right to discontinue the partnership after discussion with the Dean or appropriate administrator. *Should this occur, the new faculty member would be assigned another Mentor.

4) Pursue topics of interest
   a. Teaching methods
   b. Course content and pace
   c. Classroom management
   d. Administrative policies and procedures
   e. Working with colleagues

5) Encourage Professional Development
   a. Attend Teaching Learning Center Workshops.
   b. Attend professional development opportunities at the College

6) Evaluate the program
   a. All participants will be required to complete an evaluation of the program.
   b. All participants are required to submit the Mentor-Mentee Checklist.
Camden County College
Mentee–Mentor Contract

I, _____________________________________________________________

agree to meet with

my Mentee, _____________________________________________________________

_____ time(s) per semester,

and to otherwise be in communication

_____ time(s) per month.

In addition, I agree to:

• Keep confidence between the two of us;
• Follow through on commitments; and,
• Provide honest feedback and information.

Signed,

______________________________________________________________
Mentor/Mentee

Date___________________________________________________________

*** Return this form to the Dean’s office during the first week of the semester.
Camden County College  
Mentor Assignment Form  
To be completed by the Mentor

Complete this form and send to your dean’s office during the first week of the semester. *** Use a separate form for EACH Mentee if you are assigned more than one.

Semester __________________________________ Year ___________________________

Mentor Information

Name: _____________________________________________  
Email: _____________________________________________  
Discipline: ___________________________________________  
______________________________  
Phone (home, cell or office): __________  
Campus where most teaching is done ____________________________________________

Mentee Information

Name: _____________________________________________  
Email: _____________________________________________  
Discipline: ___________________________________________  
______________________________  
Phone (home, cell or office): __________  
Campus where most teaching is done ____________________________________________

Mentee Courses Taught

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Camden County College
Camden County College
Mentor Checklist- to be completed by the Mentor

*** Due during the last week of the semester to the Dean

Mentor ___________________________________ Discipline _____________________________
Mentee ___________________________________ Discipline _____________________________

Please check each item completed during the mentoring process. Use the Comments section of
the form for general remarks or for brief explanation of why certain activities could not be
completed. Please note that all aspects of this process are kept confidential. Thank you for the
time and effort you spent mentoring this semester.

As soon as possible after being assigned a mentee, I…
_ Contacted the mentee to exchange phone numbers, email information, office hours, etc.
_ Verified that the mentee had a CCC phone number and email account

Early in the semester, I met with the mentee in person and discussed the following:
_ The course syllabus for each course the mentee taught
_ Possible first day handouts and activities
_ My personal teaching philosophy
_ Possible teaching methods and techniques
_ CCC faculty support services
_ CCC policies and procedures as outlined in the faculty handbook
_ Student retention strategies
_ Test construction tips/strategies
_ Classroom management issues (time management, discipline, etc)
_ Institutional Techniques

About the middle of the semester, I …
_ Discussed mentee's classroom successes or difficulties
_ Reviewed the student evaluation/faculty evaluation process
_ Reviewed the grades system

Within the last three weeks of the semester, I …
_ Had a final meeting with my mentee
_ Completed this Mentor Checklist
_ Reminded the mentee to complete the Mentee Checklist
_ Discussed end-of-semester grading policies and procedures

General Comments:

Mentor Signature ___________________________________ Date _________________________
Camden County College
Mentee Checklist

Mentor _______________________________ Discipline _______________________________

Mentee _______________________________ Discipline _______________________________

Please check each item completed during the mentoring process. Use the Comments section of the form for general remarks or for a brief explanation of why certain activities could not be completed. Please note that all aspects of this process are kept confidential.

As soon as possible after my mentor was assigned to me, he/she:

__ __ Contacted me, and we exchanged phone numbers and email information.
__ __ Verified that I had a CCC phone number and email account

Early in the semester, we met in person and discussed the following:

__ __ The course syllabus for each course I taught
__ __ Possible first day handouts and activities
__ __ My mentor’s personal teaching philosophy
__ __ Possible teaching methods and techniques
__ __ CCC faculty support services
__ __ CCC policies and procedures
__ __ Student retention strategies
__ __ Test construction tips/strategies
__ __ Classroom management issues (time management, discipline, etc)
__ __ Instructional techniques/strategies (handouts, overheads, special topics, etc)

About the middle of the semester, my mentor:

__ __ Discussed my classroom successes or difficulties with me
__ __ Reviewed the student evaluation/faculty evaluation process
__ __ Reviewed the grades system

Within the last three weeks of the semester:

__ __ Had a final meeting with my mentor
__ __ Completed this Mentee Checklist
__ __ Discussed end-of-semester grading policies and procedures

**** Return this form to the Dean’s Office during the last week of the semester

General Comments:

Mentee Signature ___________________________ Date ___________________________
Camden County College
Evaluation Form for Mentors

The Mentor Evaluation must be completed and turned into the Dean’s office for each mentee during the last week of the semester. Your input is very important to the Academic Support office for future improvements to the Mentor process. Use the back of this form or attached additional pages of comments if necessary. Note: All aspects of the Mentor process are to be kept strictly confidential.

Please circle the appropriate response: POOR FAIR GOOD EXCELLENT

Mentor materials 1 2 3 4
Interest & enthusiasm of the mentee 1 2 3 4
Effectiveness of the mentor/mentee relationship 1 2 3 4
Quality of the communications 1 2 3 4
Frequency of the communications 1 2 3 4
My overall evaluation of the Mentor experience 1 2 3 4

The activity or information that stands out as being the most beneficial to the Mentee was...

The information that stands out as being the least beneficial to the Mentee was...

Would you consider being a Mentor in the future? If no, why not?

What would you change on the Mentor process?

Any other comments or suggestions?
Camden County College  
Evaluation Form for Mentees

The Mentee Evaluation must be completed and turned into the Dean of Academic Support Office during the last week of the semester. Your input is very important to the Division of Academic Support for future improvements to the Mentor process. Use the back of this form or attach additional pages of comments if necessary. 
Note: All aspects of the Mentor process are to be kept strictly confidential.

Please circle the appropriate response:          POOR       FAIR       GOOD       EXCELLENT
Suggestions by the mentor               1       2       3       4
Helpfulness of the material supplied by the mentor 1       2       3       4
Interest & enthusiasm of the mentor       1       2       3       4
Effectiveness of the mentor relationship 1       2       3       4
Quality of the communications           1       2       3       4
Frequency of the communications         1       2       3       4
My overall evaluation of the Mentor experience 1       2       3       4

The information that stands out as being the most beneficial to you was.

The activity or information that stands out as being the least beneficial to you was...

Would you consider being a mentor in the future? If no, why not?

What would you change on the Mentee process?

Any other comments or suggestions?
Camden County College  
Mentoring Program

- Mission and Purpose
- Criteria for Mentor
- Responsibilities for Mentor
- Reimbursement Procedures
- Program Guidelines
- Mentee-Mentor Contract
- Assignment Forms
- Checklists
- Evaluation Forms
- Attributes of a Mentor
- Special Project Form