

Mentoring Plan
Department of Modern Languages
Fall 2002

The mentoring plan of the Department of Modern Languages is meant to present a formative evaluation system that prepares its faculty of all ranks for summative evaluations. The spirit of the plan involves active and careful consideration of pedagogical issues in the field of language acquisition, culture, and literary study. The Department assumes the participation of perceptive and reflective teachers in continual dialogue about maintaining and improving effective teaching in the Department.

Within the scope of this plan faculty members will mentor each other in areas that

---the observer may emphasize

---the observed may have identified as an area needing refinement

---involve co-curricular activities

For part of the mentoring process within the Department of Modern Languages, the members of the Department have determined that colleagues on continuing contract will mentor each other at least once every two years. At the beginning of each semester, a member of the Department will be designated the mentoring coordinator, who will ask all continuing colleagues to submit by the beginning of the second week of classes 1) a list of their courses that they would like to have observed, and 2) an indication of at least one possible mentor. By the end of the second week, the coordinator will have confirmed or brought together appropriate partners. By the beginning of the third week, the partners will report back to the coordinator the arrangements that have been made for 1) preliminary discussion by the partners of issues to be addressed, 2) the dates of the minimum of two observation sessions, and 3) a follow-up session between/among partners.

A simple form will be created, indicating the name of the observed colleague, the observing colleague(s), the date, and the name of the course. Following the first semester and for each semester thereafter, the coordinator will consult those forms in order to notify colleagues on continuing contract whether they have been mentored within the two-year cycle.

At the end of the two-year cycle the coordinator will solicit a brief assessment from all those who participated.