

# Memo

**To:** All New Faculty Mentors  
**From:** Claudia Beversluis, Provost  
**CC:** Department Chairs  
**Re:** A Guide for Teaching Mentors at Calvin College

First of all, **THANK YOU** for being willing to share your life with a new colleague at Calvin College! Your work will result in a better experience for your new colleague, for the students, and for your department.

You may recall the first few months in a new teaching position. These days and months of adjustment can be incredibly difficult. What ever we can do to show support is welcomed and needed by our new faculty.

Mentoring is also important because we can use this first year of teaching to help shape a lifetime of excellent teaching. Your wisdom and experience, and perhaps your mistakes and areas of success, will all be valuable for our new faculty members.

Please use this as a guide, not as a rigid set of expectations, for what we think a good mentoring experience should include.

## **Mid-summer:**

Make contact with the new faculty member, and introduce yourself as a mentor. Complete a teaching goals inventory for each class the new faculty member will be teaching, and make sure that she or he gets that information. Copies of syllabi, departmental mission statements, and similar documents will be helpful as well.

## **Before classes begin:**

- Arrange with the department chair for a smooth move into office space, obtaining of keys, passwords, and other useful information.
- Take you new colleague on a walking tour of Calvin, introducing your colleague to people around the campus as you walk together.
- Review the curricular objectives of each course that the new faculty member will be teaching by reviewing the worksheet that you completed for the new faculty member earlier in the summer.
- Offer to help with or review new syllabi.
- Set up a weekly time to meet for the first few weeks.

- Accompany your mentee to the Fall Conference, and continue introductions to the college community.

### **During the first few weeks:**

- Meet frequently with your mentee to answer questions and provide support.
- Offer to bring your mentee to lunch in the Faculty/Staff Dining Room. You may obtain, from Paul Sytsma in the Provost's Office, four additional lunch tickets (two for each of you) for that purpose during first semester. You may request additional lunch tickets during second semester, if you find this useful.
- Encourage your mentee to attend the faculty lunch seminars that will be announced in Calvin News.

### **At midpoint:**

- Talk to your mentee about conducting an informal teaching assessment. Student feedback at this point is very helpful and will not be used for evaluation purposes. Read over the student evaluations with the new faculty member, and reflect together on areas for improvement. Be sure to note areas of strength as well.
- Encourage your mentee to contact me or any other faculty member with questions about specific aspects of teaching.

### **During the rest of the year:**

- Continue contact as desired. Remember that our new faculty usually say that they want more rather than less mentoring, so even if things are going well, offer your support and friendship.