The following guidelines have been adopted to meet the particular needs of new probationary faculty. The goal is to assist new faculty in becoming enthusiastic and productive members of the campus community, both inside and outside of the classroom, and in the process achieveing tenure. The college will make every effort to encourage and support the success of every new faculty member at WLAC College:

1. **Compliance with AFT Contract Provisions:** "According to the 2011-2014 AFT Faculty Guild 1521 Agreement with the LACCD, Article 42.H "a mentor shall be designated for any contract faculty members who requests one within the first 20 days of employment." At that point, the Vice-President of Academic Affairs or his/her designee, consults with the faculty members and his/her Division Chair to identify the appropriate mentor. Only tenured faculty may serve as mentors, and a single tenured faculty member should not be designated as a mentor for more than two contract faculty members at any time. All other provisions of this article apply. Mentors receive $450.00 per mentee for each full year that the relationship continues. The goal of the mentor is to enhance the new faculty member’s effectiveness, encourage his/her professional growth and assist in their smooth transition into the permanent faculty. Finally, all mentors and mentees shall adhere to any mentoring guidelines adopted by the college. [The Vice President of Academic Affairs or Student Services will be charged with assuring compliance with this section, including the processing of the agreed upon payment for mentors.]

2. **Establishing the Mentor Pool:** The Academic Senate shall solicit volunteer mentors. This list of volunteer mentors shall be provided to the Vice President of Academic Affairs, to each new member, and to the new member’s department chair. The list shall include the name of the volunteer mentor and a brief statement about themselves, including schools attended, degrees held, committee positions/memberships, etc. Mentors shall also be provided with the names and similar particulars of each new faculty member. Every effort shall be made to assign a mentor to each newly assigned faculty member before the beginning of the term, or as soon thereafter.

3. **Mentors and Mentoring Agreements:** The ideal mentor should be a faculty member from outside the new faculty member’s department and shall serve as a source of information, a support system, and as an advocate for the new faculty member all the while keeping the confidentiality of the communications inviolate. The Academic Senate shall seek volunteer mentors and develop a list, as indicated above. Once a mentor is assigned a meeting is
set up between the mentor and the mentee, and if mutually agreeable, a mentoring agreement outlining the expectations of each party. This includes a confidentiality and an opt-out clause which is to be signed by both parties. [See, Probationary Faculty Mentoring Agreement outlining these basic concepts attached to these guidelines.]

4. **New Faculty Special Events/Gatherings:** A minimum of three gatherings are to be held per semester, which should include the initial mentoring faculty orientation session and two other events, ideally a luncheon or “happy hour” event at mid-semester and a dinner/reception near or immediately following the end of each semester. The purpose of these events is to create a safe and informal environment where the new faculty member can feel free to share experiences without the fear of repercussions.

5. **Assessment:** College surveys on the mentoring program shall be conducted on a yearly basis in each fall semester to discover which practices work, those that no longer work/or need improvement and what new and innovative practices can be implemented to ensure the success of new faculty members. Confidential surveys of newly tenured faculty members and current probationary faculty are also suggested.

6. **Additional Resources:** Resources shall be made available to new faculty through the West Connect.

7. **Amendments/Changes to these Guidelines:** With the exception of item 1, any amendments and/or modifications shall be submitted to the Academic Senate for approval and adoption.

*2011-2014 AFT 1521 Agreement*

APPROVED BY THE ACADEMIC SENATE ON 10/9/2012