SPS Faculty Peer Mentoring Program Overview

The Faculty Peer Mentoring Program pairs an experienced SPS instructor with an instructor in their first semester of teaching at SPS. The mentor provides collegial peer support and does not serve in any supervisory or evaluative role in relation to his or her mentee.

The program, facilitated by the Office of Faculty Development and Instructional Technology (OFDIT), is designed to:

- provide new faculty with the appropriate learning models and skills to teach online effectively,
- offer social and informational support for new faculty,
- strengthen new faculty members' connections to the SPS online faculty community, and
- help bridge the gap between the new faculty's initial training in Blackboard and online teaching and actual management of the mentee's online course.

Program Description:

Mentors and mentees meet four times as outlined in the schedule below to discuss topics relevant to different parts of the semester. Apart from the four scheduled meetings, mentees can ask mentors for information or support throughout the semester. Interactions can take place via in-person meetings, email, telephone, Skype or web chat. Mentors are enrolled in mentees' courses, and vice versa. The schedule in brief is below; please consult the Faculty Peer Mentoring Guide for full details.

One to two weeks before semester begins	**Pre-Term Setup**	Introductions and expectations Setting up the course
Week 2	*OFDIT check-in*	*Questions for OFDIT re course or Blackboard*
Week 3	**Instructor Presence and Interaction**	Instructor presence in online courses (Optional) Live group meeting
Week 7 or 8	**Feedback and Revision**	Feedback and responses
Optional, weeks 11 to 12	*Optional: Post-Observation Discussion*	*Mentee's observation report*
End of the semester	**Conclusion and future planning**	Reflections on teaching Feedback on course

At the end of the semester, a short report is exchanged and submitted by both mentors and mentees. Mentors are compensated for their service at the rate of 10 hours NTA *after submission of the mentor's final report. Please note that because this is processed at the end of the semester,* **payment will not be made until the beginning of the next semester.**

Academic Directors and OFDIT Director Ruru Rusmin will be available throughout the semester to send reminders and updates, answer questions, and provide other types of support.