



What to look for in an IDP

Checklist for Mentors [PAR Team] & PAR Faculty

(Draft IDP due to Mentors by January 13, 2017)

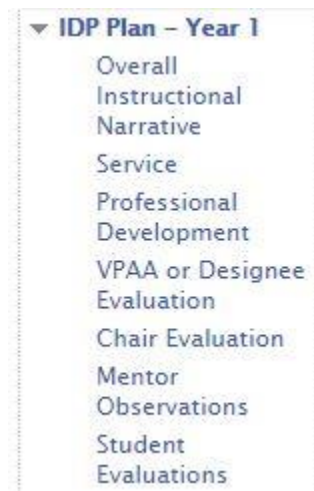
Important: All content within the IDP is confidential between you and your PAR Faculty.

General

Note: Confirm you know what year of probation your PAR Faculty is currently in. This is the section of the IDP you will be reviewing.

- ☐ Note any spelling, grammar, and punctuation errors.
- ☐ Click on **their name** at the top of the IDP and verify that all prompts have been filled out.
- ☐ Confirm that the **IDP Navigation Bar** structure has not been modified.

Navigation Bar structure should look like either of these images for each year.



Overall Instructional Narrative

- ☐ Verify all files added to the **Overall Instructional Narrative** section open and that the text is legible. Files will be at the bottom of the page.
- ☐ Review the feedback in the evaluations and observation(s).
- ☐ Did the PAR Faculty address all of the feedback in their Overall Instructional Narrative?
- ☐ Did the PAR Faculty include:
 - ☐ Do you think the evaluations and observation(s) were an accurate assessment of your teaching and classroom management?
 - ☐ Identify specific feedback in your evaluations and observation(s) and your plan for development?
 - ☐ Are there areas that were not identified in your evaluations and observation(s) that you want to develop?

- ☐ What resources do you need to help develop in these areas identified?
- ☐ What are your overall goals for enhancing or improving your instruction? How do you plan to achieve your goals?
- ☐ Are there any resources (workshops, conferences, books, etc.) you could share with your PAR Faculty to help them develop in the areas identified?
- ☐ Were the Institutional Learning Outcomes (4Cs: Communication, Civic Engagement, Critical Thinking, and Cultural and Global Engagement) a part of the Overall Instructional Narrative?

Service

Review the list (posts) of activities in the Service “current year” section of the IDP.

- ☐ Does everything in the list meet the definition of service per the RFP (definition below)?
- ☐ Have they left anything out that you are aware of?
- ☐ Did they provide a brief summary for each service posted indicating how this activity contributed to the students, department, college, district, and/or community?

RFP definition of service.

3.6.2.2. Service to Department/Division, College, and District

To document service to department/division, college, and district, Probationary Faculty submit evidence of the following, as applicable:

3.6.2.2.1. Listing of committee/task force membership and description of contributions.

3.6.2.2.2. Description of participation in special projects/initiatives such as special events or curriculum development/revision.

3.6.2.2.3. Description of community service activities such as working with local business and industry, recruitment, service learning, outreach events, advisory board participation, outreach to K-12 partners, outreach to university partners, and volunteer activities.

Professional Development

Review the list (posts) of activities in the Professional Development “current year” section of the IDP.

- ☐ Does everything in the list meet the definition of professional development per the RFP (definition below)?
- ☐ Have they left anything out that you are aware of?
- ☐ Did they provide a brief summary for each professional development posted indicating how this activity contributed to the students, department, college, district, and/or community?

RFP definition of professional development.

3.6.2.3. Professional Development

To document professional development, Probationary Faculty submit evidence of the following, as applicable:

3.6.2.3.1. College-level courses completed

3.6.2.3.2. Workshops and conferences attended

3.6.2.3.3. Books or articles published

3.6.2.3.4. Presentations given

Final IDP's are due to their PARc team March 24th, 2017.

Reminder, please have a conversation with your Mentee in April regarding the status of mentoring them for the 2017 – 18 academic year.

Thank you for Mentoring!