



Silsbee ECHS Adjunct Mentor Plan

LIT Faculty Mentor Duties & Responsibilities

LIT Faculty Mentors serve as mentors to ISD SACS-COC credentialed teachers. LIT Faculty Mentors are integral to the dual credit program quality, adhering to and maintaining SACSCOC Accreditation Standards, and providing communication with ISD partners. Faculty Mentors report directly to their department chair and should be content experts or have curriculum/ assessment experience related to the subject matter being evaluated.

Obligation of a Faculty Mentor:

- Assist & mentor the high school instructor to develop a syllabus, student-learning objectives (SLOs), assessment tools and text selection (if appropriate).
- Review high school instructor's curriculum and text to ensure these meet LIT standards.
- Provide discipline-specific orientation as part of the new teacher on-boarding process to introduce course curriculum, assessment criteria, pedagogy, and course philosophy.
- Meet with high school teachers prior to LIT's Fall/ Spring semester's start date and provide the high school instructor with professional development related to course curriculum being taught in the upcoming semester.
- Conduct classroom observations as part of the approval process each semester of the high school instructor's participation.
- Complete LIT Teacher Classroom Observation form and provide feedback to the high school teacher.
- Develop corrective action plans for teachers who are not in compliance with course requirements or professional development requirements. (This can be developed in consultation with the program director and department chair).
- Each year the program director/department chair prepares an Associate Vice President's Report. This report contains data to keep the instructional academic leadership apprised of program accomplishments, growth, and areas needing improvement.