

Faculty Mentor/Liaison Checklist for New Teachers

New CHS teachers must be introduced to the respective department's expectations, philosophy and protocols. The items on the checklist must be completed before the new teacher approval packet is forwarded to the dean for approval. The delivery method can be in-person, over-the-phone, or email. Summary evidence may be written below or on a separate sheet and must be attached to the new teacher approval packet. Faculty Mentor/Liaisons may use this document.

Name of instructor: _____

Course: _____

- Role of the Faculty Mentor/Liaison has been explained to the teacher
- Faculty Mentor/Liaison has reviewed specific course objectives with teachers
- Faculty Mentor/Liaison has reviewed subject-specific philosophies and pedagogies of the course, including if any, required assignment or assessments
- Teacher has received syllabus requirements and expectations
- Faculty Mentor/Liaison has reviewed high school textbook
- Teacher has been provided with the course grading scale and understands grading standards

Summary: Attach email communication or summary of phone conversation or in-person meeting
When and how was the above reviewed with the teacher?

- Email Phone In-person

EvCC Faculty Mentor/Liaison: _____ Date: _____