



AFT 6157 MENTORSHIP PROGRAM

Purpose Statement

The new Faculty Union Mentorship Program focuses on identifying professional and work-related needs of new faculty members by providing support and guidance in their first year of employment in the San José/Evergreen Community College District (SJECCD). Faculty mentors are to serve as positive role models, guides, and initial contact between new faculty (initially full time faculty) and the union, the various college entities and the district as a whole.

The primary goal of Faculty Union Mentors is to create a sense of community, via the AFT 6157 within our community and to welcome new faculty members. The program will consist of activities and events designed to assist the new faculty members with their adjustment to college life. In addition, this program will introduce the new members to the union, emphasizing its great importance in continuing to provide a positive and supportive work environment here at SJECCD.

New Faculty Mentorship Program

Objectives:

1. Familiarize the new faculty member with the goals and mission of the faculty union.
2. Maintain an ongoing commitment to both the recruitment and retention of culturally diverse faculty in the San José/Evergreen Community College District (SJECCD).
3. Provide a support network connecting new faculty members with the college community and the AFT 6157.
4. Provide a positive union role model for new members.
5. Encourage new faculty members to participate in college and union related activities.
6. Provide leadership opportunities for the Faculty Union Council of Division Representatives.

Role and Responsibility of Mentors

The role of the faculty mentor will be to assist the new faculty in experiencing a successful transition into role of college professor. Even though the role of the mentor is a voluntary position, there are certain responsibilities, including but not limited to the following:

1. Serve as an appropriate role model, guide, and support person.
2. Assist new members in answering their inquiries.
3. Serve as a resource person, making referrals to appropriate offices or personnel to assist in the transition of the new faculty member.
4. Serve as a liaison to the AFT 6157 for any questions or needs from the new member.
5. Attend new member activities and workshops with assigned new faculty.
6. Promote a positive union image.

New Faculty Mentorship Program Expectations

Mentors will:

- ◆ Contribute 1-2 hours a month to mentoring, preferably in ½ hour segments or about 5-8 contacts per semester.
- ◆ Take the new member to lunch once in September and then again in the spring semester, probably in March or April. (This lunch is part of the monthly commitment. The lunch will be reimbursed up to \$40 each time by the AFT 6157).
- ◆ Promote cultural diversity and enhance cultural competency.
- ◆ Be actively involved with their assigned new faculty member. If the new faculty member declines to participate in the mentorship program, then the mentor will notify the campus Membership Coordinator.
- ◆ Discuss the following issues with the new member (but not all at once):
 - Office hours and other requirements (e.g. Professional Development Day)
 - Tenure Review process (Article 20 of Contract)
 - Textbook selection options
 - Meetings/workshops, including any new faculty workshops, AFT 6157 Executive Board meetings, Council of Division Reps meetings etc...
 - Registration process/ add and drop processes
 - Student questions/problems
 - Student populations and the communities we serve
 - Other additional resources for assistance (e.g. Admissions and Records, Academic Support Services, Teaching and Learning Center, Web Master...)
 - AFT 6157 Collective Bargaining Agreement
- ◆ Provide feedback about the new faculty members concerns, needs etc... to the campus Membership Coordinator.
- ◆ Encourage new faculty members to attend the AFT 6157 picnic and other union social activities.

September

AFT 6157 Website

www.fa-aft6157.org

- ✓ Bookmark webpage
- ✓ Navigate around webpage
- ✓ Upcoming events

Annual AFT 6157 Picnic

College President's Office

EVC SC 203

SJCC GE 107

Teacher Learning Center (TLC)

EVC LE 222

SJCC GE 118

Business Services

EVC A2 113

SJCC B 101

Library Services

- ✓ Circulation Desk
- ✓ Materials on Reserve
- ✓ Reference Desk
- ✓ Reserving a Room

September (cont'd)

Campus Centers

- ✓ Information Desk
- ✓ A&R and A&R Registration Center
- ✓ Student Union
- ✓ Financial Aid
- ✓ DSP
- ✓ Campus Police
- ✓ Café
- ✓ ASB Offices
- ✓ Counseling
- ✓ Community Room
- ✓ Assessment
- ✓ Academic Senate Office
- ✓ Middle College
- ✓ WIN/Calworks
- ✓ Transfer Center
- ✓ EOPS
- ✓ Conference Rooms
- ✓ Service Learning

October/November

Logistical Information

- ✓ Faculty Profile
- ✓ Email
- ✓ MyWeb- Rosters and Grades
- ✓ Print your pay advice
- ✓ Print district forms
- ✓ Reprographics
- ✓ Campus Bookstore
- ✓ Textbook order
- ✓ Staff ID card
- ✓ Information Technology Service and Support (ITSS)
- ✓ Login and password set up
- ✓ Campus Tech Support
- ✓ Office telephone and retrieve messages
- ✓ Campus Police

AFT 6157 Website

www.fa-aft6157.org

- ✓ Faculty Matters newsletter
- ✓ AFT 6157 Executive Board Members
- ✓ AFT 6157 Executive Board bi-monthly meetings

December

AFT 6157 Website

www.fa-aft6157.org

- ✓ District Board of Trustees monthly meeting

Understanding your Collective Bargaining Agreement

- ✓ Bumping Rights
- ✓ Class Size
- ✓ Professional Dues and COPE

- ✓ Faculty Salary Schedule
- ✓ Intersession and Summer Salary Schedule

February/March

Understanding your Collective Bargaining Agreement

- ✓ Professional Development Days (PD Days)
- ✓ Overload
- ✓ Salary Schedule for overload
- ✓ Salary Schedule for intersession and summer
- ✓ Tenure
- ✓ Benefits
- ✓ Alternate Plan
- ✓ Faculty Service Areas (FSA)
- ✓ Scheduling article 15.3

AFT 6157 Website

www.fa-aft6157.org

- ✓ Council of Division Representatives

April/May

Personnel Directory

- ✓ Human Resources
- ✓ Payroll
- ✓ Benefits
- ✓ 403b

AFT 6157 Website

www.fa-aft6157.org

Meetings

- ✓ Executive Board Meeting
- ✓ District Board of Trustees Meeting
- ✓ Council of Division Representatives

Building Collegial Relationships

- ◆ Be available through email, phone or other communication
- ◆ Listen
- ◆ Be helpful
- ◆ Invite new faculty to social events and with every opportunity introduce new faculty member to as many people as possible.
- ◆ Introduce new faculty to the union, college, and district leadership.
- ◆ Sit with new faculty member during first opening campus wide meeting during Professional Development Day.
- ◆ Provide a campus tour (maybe this can be arranged in groups).
- ◆ If you don't have the answer for your new faculty member, then ask union reps., dean or someone who you think might know the correct answer.
- ◆ Help faculty seek answers.
- ◆ Give advice if they ask.
- ◆ Ask about their experiences and learn how they can fit into college community life and services. Look for strengths, experience and knowledge. Communicate what you've learned to Membership Coordinator.