

Austin Community College Mentor Assignment Form

Mentors are outstanding faculty members who are selected on the basis of their ability to serve as a resource and positive role model for new faculty. Mentors are paid a stipend of \$200 per mentee per semester. The Department Chair determines the mentor/mentee assignment before the beginning of each semester. This assignment should be done using the following criteria where possible. Mentors should

- be faculty with at least three years employment at ACC as a full-time or adjunct faculty with effective ratings
- complete the Mentoring Orientation every three years
- be willing to spend at least 10 hours per semester as mentor to new faculty
- be willing to serve as a resource and positive role model
- not be a supervisor (without specific permission from the Dean).

Semester _____ Year _____

Mentor Information

Name _____ Last four digits of Social Security Number _____
 ACC Email _____ Phone _____
 Discipline _____ Primary Campus _____
 Signature _____ Date _____

Mentee Information

Name _____ Phone _____
 ACC Email _____ Primary Campus _____
 Discipline _____
 Signature _____ Date _____

Mentee Courses Taught

Course #	Title	Section	Campus/Room	Day/Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature signifies that the participant is agreeing to follow all requirements of the mentor/mentee relationship and is committed to open lines of communication as the need arises throughout the semester. Stipends for serving as a mentor require satisfactory completion of the mentoring process.

Complete this form and send a copy to **Professional Development and Evaluation Programs**, HBC as soon as possible to register the mentor/mentee relationship. Questions can be directed to Nicole Bell via phone (223-7997) or e-mail (nbell2@austincc.edu). Information also available on the [mentoring website](#).

Do not write in this space. For Professional Development Office use only:

<u>Orientation</u>	Yes _____ No _____	<u>Checklists</u>	Mentor _____ Mentee _____	<u>Payment</u>	Okay to Pay _____ PA Done _____
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