

Tenure Mentoring Ideas

Exhibit G of the District/AFT Collective Bargaining Agreement gives some very basic guidance for mentors of new tenure-track faculty. This document is designed to give suggested topics that mentors and new tenure-track faculty can discuss during the first year of tenure review. Suggested resources are provided as well.

When reviewing these ideas, please note that not all topics are applicable to all new faculty. Some faculty, by the nature of their assignments, will need to go into more depth in some of these areas than others. Some topics will warrant a short discussion; others are more meaty.

This document is intended to be viewed online so that you can follow the links in the document. For reference, the end of the document as a listing of the URL's noted in this document. If you have questions, corrections, or ideas for additional topics or resources, please contact Tom Boegel (tboegel@ccsf.edu).

The Basics

Topic	Notes and Resources
Where are my classes or other assignments? Where can I park? How do I get a parking permit? What transit options are available? Where can I get a good meal?	See the map of campuses .
Where is my office? How do I get keys? What information should I post on my office door? How do I update my City College directory information?	Please be sure to post your name, contact information, and schedule outside your office. See Section 4.15 of the Faculty Handbook . Use the links at the bottom of the Employee Directory to change your online information.
What's my campus mailbox? Where does campus mail come? How often should I check it?	
What's my phone number? How do I use the phone?	See the CCSF Telephone User Guide .

Topic	Notes and Resources
How do I use the voice mail system?	
What's my email address? What are my City College email options?	See the Technology Learning Center email FAQ . The Technology Learning Center is in Batmale 310.
What are the expectations on office hours? How many hours per week should I hold? Where should I hold them?	Section 4.16 of the Faculty Handbook discusses office hours.
How do I read my paycheck?	The AFT 2121 website has a Check your check page .
What are load forms? What's a full load? What happens if my assignment is over or under the full load?	The Scheduling Office website has an FTE calculator.
What do I do if I have to call in sick? What are the rules regarding substitutes?	See section 4.5 of the Faculty Handbook .
What campus publications should I read?	City Currents is online; there's also the Guardman .
What are my responsibilities during an emergency (fire, earthquake, etc.)? What do I do if a student has a medical emergency or gets injured? How do I contact campus police?	See section 2.6 of the Faculty Handbook .

Class Management

Topic	Notes and Resources
What should I put in my course syllabus?	Section 4.7 and Appendix G of the Faculty Handbook has elements of a syllabus.
How do I get a list of students that are registered in my class? How can I get student email addresses?	The MyCCSF page links to the Web4 system, where you can get your class lists, including email addresses.
How do I add and drop students? What are the deadlines for adding and dropping?	Section 9.4 of the Faculty Handbook discusses drops and withdrawals. Deadlines for adding and dropping are published in the instructional calendar . Deadlines for short-term classes are different – see the time schedule .
Can a student audit a class?	See the section on Auditing in the Admission to the College section of the College Catalog . (Short answer: no)
What prerequisites, corequisites, and advisories are on my courses? What should I say to students that don't have the recommended preparation? What should students do if they took the relevant courses at another college?	The Academic Policies and Procedures section of the College Catalog defines prerequisites, corequisites, and advisories, and describes the prerequisite challenge process.
Can a student repeat a class?	The Academic Policies section of the College Catalog has the policy on course repetition.
What are census and positive attendance sheets about?	See section 9.3 of the Faculty Handbook .
Can a student take the class Pass/No Pass? How should I grade students taking a course Pass/No Pass?	The Academic Policies section of the College Catalog has the policy on Pass/No Pass grading.

Topic	Notes and Resources
<p>How do I turn in midterm and final grades? What are the deadlines for midterm and final grades?</p>	<p>See section 9.3 of the Faculty Handbook. Deadlines for adding and dropping are published in the instructional calendar.</p>
<p>Other A&R Forms: late adds, change of section, change of grade</p>	<p>See the List of Available Forms and the Academic Policies and Procedures section of the College Catalog.</p>
<p>What's the policy on incompletes? How do I give one? How do I remove one?</p>	<p>The Academic Policies section of the College Catalog has the policy. If you are using online grading, you can indicate an incomplete and a default grade at the time you submit grades. Use a Removal of Incomplete form to remove it.</p>
<p>Can I change a student's final grade based on work they've done after the semester is over?</p>	<p>The Academic Policies section of the College Catalog has the policy (short answer: no). See the policy on Incompletes for more options.</p>
<p>How do I order textbooks or make course readers?</p>	<p>See the Bookstore website for information.</p>
<p>How can I get copies made?</p>	<p>Section 10.6 of the Faculty Handbook has information about Duplicating Services.</p>
<p>I have a student who has an accommodation with DSPS. What do I do?</p>	<p>Both the DSPS Faculty Handbook and the DSPS Student Handbook have important information.</p>
<p>What's the policy on field trips?</p>	<p>Section 4.10 of the Faculty Handbook discusses field trips.</p>
<p>I need supplies for class. Can I collect money from students?</p>	<p>Section 4.8 of the Faculty Handbook discusses materials fees.</p>

Class Pedagogy

Topic

Notes and Resources

What's a course outline of record?
Where can I find them for my classes?

See the [Curriculum Committee website](#) for the Curriculum Handbook. Chapter 2 of the Handbook discusses course outlines. The [Office of Curriculum website](#) has copies of the outlines online.

What are good ways to work with different student learning styles?

[Chapter 5 of the Basic Skills Handbook](#) has a very good overview of effective collegiate teaching practices. This chapter goes well beyond discussion of Basic Skills.

How can I have students work effectively in groups?

You may find this excerpt on [Collaborative Learning](#) from *Tools for Teaching* by Barbara Gross Davis to be helpful.

What are good ways of assessing student learning?

You may find this excerpt on [Assessment](#) from *Tools for Teaching* by Barbara Gross Davis to be helpful. See also the [Basic Skills Handbook](#), which has good information that is also applicable to non-basic skills courses.

What strategies can I use for working with basic skills students in my classes?

Review the [Basic Skills Handbook](#) for very concrete practices. We also have a site for the [Basic Skills Initiative](#).

How do I deal with plagiarism and cheating?
What are my options?

The College Rules and regulations section of the [College Catalog](#) has the Rules of Student Conduct, and discusses sanctions.

How do I deal with disruptive students, sexual harassment, & other student discipline issues?

The College Rules and regulations section of the [College Catalog](#) has the Rules of Student Conduct. Sexual harassment falls to the [Office of Affirmative Action](#). The [Office of Student Advocacy, Rights, and Responsibilities](#) works with students on other discipline issues. See also section 2.3 of the [Faculty Handbook](#).

Resources for Students

Topic	Notes and Resources
What do students have to do to be admitted to the college? What is matriculation?	Matriculation is a process of admission, placement, orientation, and counseling for students. The Matriculation website has details, as does the Admission to the College section of the College Catalog , and the Admissions and Records website .
What types of counseling are available? Where can students go for counseling?	Counseling is available with a variety of emphases, including new, continuing, transfer, and international students. There are also programs for homeless students (HARTS), students exiting the foster care system (Guardian Scholars), and low-income at-risk students (EOPS). See the Student Counseling Services website for more information. See also the Student Health Services website for information about personal counseling.
What retention centers do we have? What services do they provide?	See the websites for the African American Scholastic Program , the Latino/a Services Network , and APASS/Tulay . There's also the MESA program .
What library resources are available to me? What library resources are available for my students?	The Library Services website and the Faculty and Staff Services section of the Library Services website have more information.
What tutoring and other learning services are available?	See the Learning Assistance Center website
How much does it cost to go to City College? What kinds of financial aid are available? Are our programs eligible for financial aid?	See the Financial Aid website
What is the Associated Students? What clubs do we have? What other resources do they have for students?	See the Student Activities website for information about clubs, and also about organizations including the Family Resource Center, Queer Resource Center, Women's Resource Center, and Students Supporting Students.

Learning about the College

Topic	Notes and Resources
Where are the campuses? What programs do they have there?	See the Campuses websites , the Time Schedule , which has a listing of courses by campus, and the CTE Guide .
What are the Associate Degree graduation requirements? How do the courses I teach fit into those requirements?	See the Associate Degree Graduation Requirements section of the College Catalog .
What are our department's certificate and degree programs? How do the courses I teach fit into those programs? Do the courses that I teach fit into any other department's programs?	See the College Catalog .
What is Shared Governance?	See the Shared Governance website . Be sure to look at the list of committees.
What is the role of the Academic Senate?	See the Academic Senate website and Appendix C of the Faculty Handbook .
What is the role of AFT 2121?	See the AFT 2121 website , including the District/AFT Collective Bargaining Agreement (aka "the contract").
What is the role of the Department Chairperson Council?	In addition to talking with your department chairperson, you can also read through Article 20 of the District/DCC Collective Bargaining Agreement (available at the Employee Relations website) for department chair duties and responsibilities.
What is the role of SEIU 1021 and the Classified Senate?	The classified senate promotes professional development for classified personnel and cooperation with faculty, administration, and students. SEIU 1021 is the collective bargaining organization for most classified personnel.

Technology

Topic	Notes and Resources
What computer resources are available for faculty?	See the Technology Learning Center website for resources and a list of classes.
What computer resources are available for students?	The Academic Computing Resource Center website has information about this resource (located in Batmale Hall room 301) as well as a handout for the other open labs at the Ocean Campus. See the Library Services website for more information about other campus computing facilities at the Ocean Campus.
How can I get my WIFI-enabled device on the campus network?	See the CCSF WIFI website for instructions about getting connected.
How can I develop a web presence for my course? How can I develop a tech-enhanced course? How can I develop an online course?	See the Technology Learning Center website and the Office of Technology-Mediated Instruction website .

Professional Contributions and Growth

Topic	Notes and Resources
What do I need to know about the Tenure Review Process?	The Office of Instruction website has a page on Tenure Review , which includes links to the appropriate sections of the contract.
What should I put in my Tenure Review Portfolio?	While Exhibit G of the District/AFT Collective Bargaining Agreement gives some general guidance, this is a matter best discussed between mentors and new faculty.
When are Department meetings? What is discussed there? What expectations are there for departmental contributions?	These are all good questions, and ones that are best discussed between mentors and new faculty.
What expectations are there for college contributions? I've been assigned to an evaluation committee, and I'm still under tenure review. What do I do?	The Office of Curriculum website has a page on Faculty Evaluation , which includes links to the appropriate sections of the contract.
Can I take classes at City College?	Yes! There is no special mechanism for faculty to take classes – just fill out an application. You may be able to apply classes that you take towards salary column movement – see Article 20.D of the District/AFT Collective Bargaining Agreement .
How can I make use of the Wellness Center facilities? Can I swim in the pool? Can I use the workout room?	See the websites for the Fitness center and for the Swim conditioning class .

List of Links

Link	URL
Academic Computing Resource Center	http://www.ccsf.edu/Services/ACRC/
Academic Senate website	http://www.ccsf.edu/NEW/ccsf/en/about-city-college/shared-governance/academic-senate.html
Admissions and Records website	http://www.ccsf.edu/NEW/ccsf/en/student-services/admissions-and-registration.html
African American Scholastic Program	http://www.ccsf.edu/Services/African_American_Scholastic_Programs/index.htm
AFT 2121 website	http://www.aft2121.org/
APASS/Tulay	http://www.ccsf.edu/Offices/APASS/
Assessment	http://teaching.berkeley.edu/bgd/quizzes.html
Basic Skills Handbook	http://www.cccbsi.org/basic-skills-handbook
Basic Skills Initiative	http://www.ccsf.edu/Departments/BSI/
Bookstore website	http://www.ccsf.edu/Services/Bookstore/fac/index.htm
Campuses websites	http://www.ccsf.edu/NEW/ccsf/en/our-campuses.html
CCSF Telephone User Guide	http://www.ccsf.edu/NEW/ccsf/en/employee-services/technology-services/information-technology-services-its/networking/TelephoneSystem/TelephoneUserGuides.html
CCSF WIFI website	http://www.ccsf.edu/NEW/ccsf/en/employee-services/technology-services/information-technology-services-its/networking/WirelessNetwork.html
Chapter 5 of the Basic Skills Handbook	http://www.cccbsi.org/Websites/basicskills/Images/Chapter5_Effective_Practies.pdf
Check your check page	http://www.aft2121.org/html/check-your-check.html
City Currents	http://www.ccsf.edu/NEW/ccsf/en/about-city-college/marketing_publications/ccsf-publications-and-media/city_currents_onlineextra.html
Collaborative Learning	http://teaching.berkeley.edu/bgd/collaborative.html
College Catalog	http://www.ccsf.edu/Catalog

Link	URL
CTE Guide	http://www.ccsf.edu/NEW/ccsf/en/educational-programs/career-and-technical-education.html
Curriculum Committee website	http://www.ccsf.edu/cc
District/AFT Collective Bargaining Agreement	http://www.aft2121.org/html/contract.html
DSPS Faculty Handbook	http://www.ccsf.edu/NEW/content/dam/Organizational_Images/Department/Disabled_Students_Programs_and_Services/documents/DSPS_Faculty_Handbook.pdf
DSPS Student Handbook	http://www.ccsf.edu/content/dam/Organizational_Images/Department/Disabled_Students_Programs_and_Services/documents/DSPS_Student_Handbook.pdf
Employee Directory	http://www.ccsf.edu/Info/Dir/
Employee Relations website	http://www.ccsf.edu/Offices/Employee_Relations/
Faculty and Staff Services	http://www.ccsf.edu/NEW/ccsf/en/library/library-services/faculty_staff_services.html
Faculty Evaluation	http://www.ccsf.edu/ccsf/en/employee-services/office-of-instruction/faculty-evaluation-new.html
Faculty Handbook	http://www.ccsf.edu/Offices/Human_Resources/handbookpdf/FHandbook.pdf
Financial Aid website	http://www.ccsf.edu/NEW/ccsf/en/student-services/financial-aid.html
Fitness center	http://www.ccsf.edu/Departments/PE/Wellness/
Guardzman	http://theguardzman.com/
Instructional calendar	http://www.ccsf.edu/Schedule/Calendar/
Latino/a Services Network	http://www.ccsf.edu/Services/Latino_Services_Network/index.htm
Learning Assistance Center website	http://www.ccsf.edu/NEW/ccsf/en/student-services/learning-resources/learning-assistance-center.html
Library Services website	http://www.ccsf.edu/NEW/ccsf/en/library/library-services.html
List of Available Forms	http://www.ccsf.edu/Library/forms/forms.html
Map of campuses	http://www.ccsf.edu/Info/Map/sf.shtml

Link	URL
Matriculation website	http://www.ccsf.edu/NEW/ccsf/en/student-services/matriculation_services.html
MESA program	http://www.ccsf.edu/Organizations/MESA-STEM_Center/
MyCCSF	http://www.ccsf.edu/NEW/en/myccsf.html
Office of Affirmative Action	http://www.ccsf.edu/Offices/Affirmative_Action/
Office of Curriculum website	http://www.ccsf.edu/NEW/ccsf/en/employee-services/office-of-instruction/curriculum-new.html
Office of Student Advocacy, Rights, and Responsibilities	http://www.ccsf.edu/Offices/Student_Advocacy_Rights_and_Responsibilities/
Office of Technology-Mediated Instruction website	http://www.ccsf.edu/Services/TMI/
Scheduling Office website	http://www.ccsf.edu/NEW/ccsf/en/employee-services/scheduling-office.html
SEIU 1021	http://www.seiu1021.org/
Shared Governance website	http://www.ccsf.edu/NEW/ccsf/en/about-city-college/shared-governance.html
Student Activities website	http://www.ccsf.edu/NEW/ccsf/en/student-services/student-activities.html
Student Counseling Services website	http://www.ccsf.edu/Offices/V.C._Student_Development/Student_Support_Services/
Student Health Services website	http://www.ccsf.edu/NEW/ccsf/en/student-services/student-health-services.html
Swim conditioning class	http://www.ccsf.edu/Resources/Faculty/dnagura/PE253SwimConditioning.htm
Technology Learning Center email FAQ	http://www.ccsf.edu/Services/Technology_Learning_Center/faq.htm
Technology Learning Center website	http://www.ccsf.edu/Services/Technology_Learning_Center/
Tenure Review	http://www.ccsf.edu/ccsf/en/employee-services/office-of-instruction/tenure-review-new.html
Time schedule	http://www.ccsf.edu/Schedule/