

Guidelines for Northwestern Faculty Mentors

As part of the Graduate Teaching Certificate program, Northwestern graduate students and postdoctoral fellows work with a faculty teaching mentor at Northwestern University or other local institution. Faculty mentors provide detailed, discipline-specific feedback that provides a valuable complement to the program's pedagogical focus.

Mentor Matches:

Participants apply for the Certificate program in late spring. Once they are notified of their acceptance into the program, students are responsible for contacting potential faculty teaching mentors. If needed, the program director can also recommend potential mentors. A faculty member is not obligated to accept.

Mentor Responsibilities (Fall – Spring):

1. COURSE DESIGN PROJECT FEEDBACK:

Participants develop a course design project as part of the program, usually the design of a new course or the revision of an existing course. Participants meet quarterly with peers and the program director in small project groups to exchange feedback and ideas on projects. Faculty mentors provide additional discipline-specific feedback on the projects.

2. QUARTERLY MENTORING MEETINGS:

On a quarterly basis, faculty mentors are expected to provide students with feedback on the course design project and support for his/her teaching interests and concerns. Participants should also observe the faculty mentor teaching, and, if possible, have an open discussion about the mentor's expectations for and reflections on the class they observed. Participants and mentors may meet more often depending on interests and schedules. Participants are responsible for setting up all mentor meetings.

3. TEACHING OBSERVATION:

Participants must demonstrate their teaching ability as part of the Certificate program. Faculty mentors are expected to observe the students' teaching at least once and provide feedback. Observation guidelines with an observation worksheet are available for the mentor's convenience on the program web site.

Questions? Contact Joseph Lampert, Associate Director at the Searle Center for Teaching Excellence, at j-lampert@northwestern.edu or 847-467-2274