

Mentor Evaluation Criteria

What criteria are used to evaluate mentors?

Academic mentors are evaluated on a strict set of criteria outlined in the Mentor Evaluation Rubric. This rubric contains descriptions of mentor behaviors that would result in specific performance ratings, ranging from “outstanding” to “poor.” Mentors become aware of these detailed criteria during academic mentor training and have an electronic copy available to them in Oncourse.

What methods are used to evaluate mentors on these criteria?

Mentors are evaluated in a number of ways, including but not limited to:

- Mentor Self-Evaluations (2)
- Coordinator Evaluations of the Mentor (2)
- Student Evaluations of the Mentor (2)
- Mentor Session Observations (1 or 2)
- Instructor Evaluation of the Mentor (1)

Mentor Self-Evaluations

Self-evaluations are completed by mentors twice a semester, once during midterms and the other just before finals. The self-evaluation form provided to mentors includes all of the topics outlined in the evaluation criteria and enables mentors to reflect on their performance as well as set goals for improvement.

Coordinator Evaluations of the Mentor

Evaluations of mentors are completed twice a semester by coordinators as well. After a mentor submits his or her self-evaluation, his or her coordinator examines the mentor’s self-ratings, records a performance appraisal of the mentor, and leaves feedback and suggestions for the mentor. Typically, these evaluations are discussed in a meeting with the mentor and his or her coordinator.

Student Evaluations of the Mentor

Students also evaluate mentors twice a semester. During midterms and just before finals, Bepko Learning Center staff visit mentoring sessions and hand out evaluation forms. These evaluation forms are tailored to academic mentoring and effective behaviors concerning interactions with students.

Mentor Session Observations

Session observations are conducted once or twice a semester for each mentor by his or her coordinator. First-year mentors are usually observed twice, and returning mentors are observed a second time at random if deemed necessary by a coordinator. The Mentor Observation Form enables coordinators to provide constructive feedback and document a mentor’s progress.

Instructor Evaluation of the Mentor

At the end of every semester, instructors are sent evaluation surveys via e-mail by a Bepko Learning Center staff member. You will be able to rate your mentors’ performances and provide comments through this survey. Only professional staff will have access to these ratings and comments.