

Guidelines for Lead Instructors:

1. **Clear Communication:** Lead instructors should maintain open lines of communication with associate instructors. Regular check-ins, emails, and virtual meetings can help ensure everyone is on the same page.
2. **Set Expectations:** Clearly define the roles and responsibilities of lead and associate instructors. Provide a detailed overview of what is expected from both parties in terms of course delivery, engagement, assessment, and communication.
 - A. Associate Instructor is responsible for leading the presentation of one Lesson within a Unit;
 - B. Associate Instructor is responsible for facilitating one breakout interaction for the whole group (instructions before breakout, monitoring during breakout, and feedback from group post-breakout).
3. **Training and Onboarding:** Lead instructors should confirm the Associate Instructor's participation/viewing of the onboarding session, introduce them to the program's structure, curriculum, teaching tools, and technology platforms, and involve them in course pre-meetings.
4. **Provide Resources:** Lead instructors should curate and share resources such as teaching materials, lesson plans, assessment rubrics, and best practices for effective online teaching.
5. **Feedback Mechanism:** Establish a feedback mechanism for lead instructors to provide constructive feedback to associate instructors. This can include regular evaluations, peer reviews, and suggestions for improvement.
6. **Support and Guidance:** Lead instructors should be available to answer questions, provide guidance, and address any challenges that associate instructors may face while teaching online.
7. **Quality Control:** Lead instructors should ensure that all instructors adhere to the program's quality standards, maintain consistency in course delivery, and align with the program's objectives.
8. **Innovation and Improvement:** Encourage lead instructors to share innovative teaching methods and ideas with associate instructors. Foster a culture of continuous improvement and experimentation in online teaching strategies.

Mentoring Associate Instructors:

1. **Personalized Support:** Lead instructors should take the time to understand each associate instructor's strengths, weaknesses, and teaching style. Provide tailored guidance based on individual needs.
2. **Regular Check-ins:** Schedule regular meetings with associate instructors to discuss their progress, challenges, and successes. Use these meetings to provide feedback and offer solutions to any teaching-related issues.
3. **Model Best Practices:** Lead instructors should model effective online teaching practices in their own courses, serving as examples for associate instructors to follow.

4. **Encourage Reflection:** Encourage associate instructors to reflect on their teaching experiences, analyze student feedback, and identify areas for improvement. Help them develop a growth mindset.
5. **Peer Collaboration:** Facilitate opportunities for associate instructors to collaborate with each other. This could include group discussions, workshops, and sharing of teaching experiences.
6. **Feedback Loop:** Establish a system for associate instructors to provide feedback to lead instructors about the effectiveness of the mentorship process. This can help refine the mentorship program over time.
7. **Professional Development:** Support associate instructors in their professional development journey. Provide information about workshops, webinars, and conferences related to online teaching and educational technology.
8. **Recognize Achievements:** Acknowledge and celebrate the achievements of associate instructors. Whether it's positive student feedback or innovative teaching strategies, recognition boosts morale and motivation.
9. **Complete Appraisal Form:** At the end of the course, Lead Instructors complete the [Associate Instructor Appraisal form](#) to evaluate the Associate's level of efficacy as an instructor including demonstrated ability to instruct, conflict resolution skills, level of expertise with subject matter, etc. This form serves as a Lead Instructor's endorsement of the Associate Instructor moving forward to become a Lead Instructor.

Remember that effective mentorship is an ongoing process that requires patience, empathy, and a willingness to adapt. By following these guidelines, lead instructors can play a pivotal role in fostering a supportive and enriching environment for associate instructors in your program.

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