

# **LIBERAL ARTS FACULTY MENTORING PROGRAM**

## **INITIAL GUIDELINES**

**June 14, 2001**

1. Each new full-time faculty member in a renewable line will be assigned a mentor, if he or she so desires, for his/her first year at USI. The mentor will come from outside the home department and will not be involved in evaluating the mentee. Mentors will be selected taking into consideration their, and their mentee's, experience, background, and interests. Selection of mentors will be made by the dean in consultation with the department chair. This arrangement does not preclude the department also providing an internal mentor.
  
2. The mentor's responsibilities include:
  - initiating the mentoring relationship;
  
  - introducing the new faculty member to USI, its working procedures, and its institutional culture;
  
  - offering support to the new faculty member on issues concerning teaching, scholarly/creative work, service;
  
  - assisting the new faculty member with the annual evaluation processes;
  
  - being generally available to answer questions and provide advice and support;
  
  - maintaining the confidentiality of the relationship-- the mentor will under no circumstances assess the mentee and/or divulge information about him/her; and,
  
  - completing an assessment instrument for the program at the end of the year.
  
3. The mentee's responsibilities include:
  - meeting with the mentor at least once each semester;
  
  - meeting with the dean at the beginning and end of the year; and,
  
  - completing an assessment instrument for the program at the end of the year.

4. Specific practical matters the mentor will help with include:

teaching logistics—classroom technology, Media Services, Copy Center, the Rice Library;

introductions to key contact people—computer support (Anna Gonzalez), web support (Jenny Medcraft), online instruction (Karen Bonnell and Saxon Reasons), registrar (Arlene Fortune and Karen DuPont), VPAA's office (Mary Ann McCullough), library (Carrie Donovan), Graduate Studies and Sponsored Research (Ginny Hall);

support services—Academic Skills, CTLE;

funding opportunities—Sponsored Research, Faculty Research and Creative Work Awards, Liberal Arts Research Awards;

LA committees and initiatives—Building Committee, Web Committee, International Studies Taskforce, Liberal Arts Colloquia;

LA Special Programs—Berger Lecture, Communal Studies, Distinguished Speaker Series, Historic Southern Indiana, Lincoln Amphitheatre, New Harmony Gallery, New Harmony Theatre, Ropewalk; and,

University governance—Faculty Senate, University committees

5. Structural details:

the School will provide funds for each mentor-mentee pair to have lunch together early in the year

at the beginning and end of the year, the Dean will meet with all new full-time faculty; and,

the program will cover the first year of the mentee's work at USI.