

**LIBERAL ARTS FACULTY  
MENTORING PROGRAM GUIDELINES  
REVISED: September, 2010**

Joining a new university in an unfamiliar city can be a daunting prospect; as a result, the College of Liberal Arts has established a mentorship program to assist new full-time faculty members in their first year on campus. Every mentoring relationship is different, but this document suggests some common issues that often arise during the faculty member's first year.

Each new full-time faculty member will be assigned a mentor for his/her first year at USI. The mentor will come from outside the home department and will not be involved in evaluation of the person she/he mentors. Efforts will be made to pair mentors with new faculty based on experience, background, and interests. This arrangement does not preclude the department also providing an internal mentor.

**Best practices** for mentoring indicates that short, informal meetings are often more valuable than pre-arranged longer ones. While it is up to the mentor to initiate the relationship, the new faculty member is the one who decides how much contact she/he wants to have with the mentor. It is crucial that the mentor maintain the confidentiality of the relationship. Some assistance that a mentor might offer include:

- Introducing the new faculty member to the institutional culture and personnel at USI
- Being available to answer questions and provide advice and support
- Being a resource for issues relating to teaching, scholarship/creative work and service

Here are some specific issues about which the new faculty member might have questions:

- The basics of teaching logistics—classroom technology, Instructional Technology, Copy Center, the Rice Library;
- USI's support services—web support, graduation checkout, online instruction, registrar, Provost's office, Rice Library, Graduate Studies, Institutional Research, International Programs, Academic Skills, or the Center for Academic Creativity
- What funding opportunities exist—Sponsored Research, Faculty Research and Creative Work Awards (FRCWA), Liberal Arts Research Awards (LARA), College of Liberal Arts Faculty Development Award (CLAFDA), Summer Fellowships;
- University governance—Faculty Senate, University committees

The sole obligation of the new faculty member is to meet with her/his mentor once during the first year; the number and type of other meetings will be a matter of mutual agreement between the new faculty member and the mentor. The College will provide funds for each pair to have lunch together in the fall semester. The program formally concludes at the end of the first year of the new faculty member's work at USI, and at that time, mentors and new faculty will be asked to complete an assessment of the program. All data from the assessment will be held in strict confidentiality.