



## College of Nursing and Health Professions

### Faculty and Staff Mentoring & Orientation Program

#### New Faculty Mentoring Checklist

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*This checklist is based heavily on the one created by the Office of Learning and Advancement at Ball State University; we appreciate their generosity in letting us use their work. As you read through the recommendations below, consider ways you can move beyond orientation to develop a supportive mentoring relationship with your mentee.*

The College of Nursing and Health Professions Faculty and Staff Mentoring and Orientation Committee provides this checklist as a guide for mentors' discussions with their new faculty members. Many items are primarily about *orientation* to faculty work at the University of Southern Indiana. This is not meant to be a strict blueprint for a rich professional mentoring experience. More suggestions for mentoring activities can be found on Faculty and Staff Mentoring website <http://www.usi.edu/health/faculty-staff-resources/faculty-and-staff-mentoring>. As you discuss these items with your new faculty member, please be as specific as possible to the unique ways your department and college address these issues. Items highlighted in red should be addressed within the first month.

- Mentorship Agreement
- Mentoring Worksheet

#### **Teaching**

- Classroom procedures for department classrooms (keys, equipment, supplies, etc.)
- Important policies and syllabus elements (academic integrity, disability statement, add/drop period, course withdrawal, attendance, etc.)
- University Calendar
- Copies (Department and Copy Center)/ Scanning articles and other classroom support materials
- Assistance available from department staff
- Nonattendance reporting and Progress reporting
- Proper use of "Incomplete" grade
- Grade posting policies / FERPA
- Administration of student evaluations of teaching
- College Peer Evaluation of Teaching policy and procedures
- FACT/EFACT
- Ordering books
- Office Hours
- Departmental assessment of learning outcomes

## **Teaching Support**

- University Rice Library (basics, tour, and training with a librarian)
  - Libguides and Resources
  - Class reserves
- Blackboard (basics and available training)
- Panopto/Voicethread/Lecture recording
- Distance Learning Support
- Center for Excellence in Teaching and Learning (Faculty Learning Communities, Faculty Teaching Academy,
- Instructional Technology - Training Support Services and classroom equipment loans

*Also consider regular discussions about teaching, the sharing of assignments and techniques, and reciprocal classroom visits:*

- What is the focus area/topic for development of outstanding teaching?
- What will your primary teaching venues be (classroom, small group discussions, online, clinical) and who will you be teaching
- What skills development would enhance teaching?
- How will teaching be evaluated in these venues?

## **Advising**

- Departmental advising
- Core 39
- Documentation of advising
- Advising Center (tour, introduction of staff, information)
- Sample advising session
- Advisee listing
- Student support services (Counseling Center, Dean of Students, Office of Disability Resources)

## **Scholarship and Professional Activity**

- Vitae format for college
- Documentation expected for promotion/tenure & Professional Portfolio
  - Department/College expectations for teaching, scholarship, and service
  - College Expectations by rank:
    - Instructor
    - Assistant Professor/Clinical Assistant Professor
    - Associate Professor/Clinical Associate Professor
    - Professor/Clinical Professor
- Deadlines for submitting P&T documents to department
- Faculty Annual Report format and deadline
- Faculty development opportunities and funding sources
- Assigned time for scholarship reporting policies/procedures
- Professional travel (policies, funding, forms, etc.)

## **Scholarship and Professional Activity Support**

- Office of Sponsored Projects & Research Administration

- Grants
- Institutional Review Board (IRBNet, CITI Training)
- Internal Award and Grant Opportunities  
<http://www.usi.edu/ospra/internal-awards-and-grants>
- Faculty Awards (Outstanding Teaching, Advising, etc.)
- CNHP Faculty Development Award

*Also consider regular discussions about scholarship and professional activity with ideas for implementation and alignment:*

- How can teaching activities be turned into scholarship (case reports, review articles, book chapters or a book, regional or national workshops, research projects in education)?
- What is the focus area for development of scholarship?
- Is there a mentor with whom the faculty member can work on a project in this area of interest?
- What skills development would facilitate growth in scholarship?
- What are potential funding sources to support the scholarship?
- What academic societies are likely to be interested in your work and what are the abstract/workshop submission deadlines for these?

### **Service**

- Committee Service (departmental, college, university)
- Community
- Professional societies
- Leadership

*Also consider regular discussions about service with regards to alignment with scholarship and ideas for implementation:*

- Local: Are there leadership opportunities in the clinical arena, teaching programs, or College that are of interest?
- University: What committees are of interest? Are you interested in mentoring?
- Regional or National: What academic societies are most appropriate to join?
- Are there committees within these societies that are of interest?
- Editorial Boards/Manuscript Review: Are there journals within your area of expertise for which you would be interested serving as a reviewer?
- Community: Are there leadership opportunities within the community that are of interest?

### **Practice (for Clinical Track Faculty)**

- Release time/policies related to practice
- Incorporating practice into teaching and scholarship
- Collaborative relationships
- Clinical experiences
- Advisor in specialty

*Also consider regular discussions about practice with regards to alignment with scholarship, teaching, and service:*

- Are there opportunities for collaborative projects in your area of specialty (Quality improvement, educational in-service, etc.)?
- What is your primary reason for practice?
- How can students benefit from your practice?
- Are there opportunities for growth of your program within your practice area?
- How can you make your knowledge and skill set known to others in your practice area so that you can be sought out for advisement?

#### Official Policy Documents

- Employee Handbook
- College of Nursing and Health Professions policies
- The “N” drive, “B” drive, and “O” drive
- Code of Student Rights and Responsibilities/Student Handbook
- Dean of Students <http://www.usi.edu/deanofstudents/code>
- FERPA training
- Child Protection Policy Training

#### Other Opportunities and Resources

- Campus Store discount
- Dining facilities (Simply-to-go, University Center East and West, Red Mango, Starbucks, etc.)
- Day Care Center
- Fitness Center
- Undergraduate tuition reduction for family
- Athletic events
- Employee Health Center
- Community discounts