

# **COLLEGE OF EDUCATION AND HUMAN SERVICES**

## **FACULTY MENTORING PROGRAM**

The mentoring program in the College of Education and Human Services is designed to promote the development of productive academic careers of new tenure-track faculty. The Dean of the college will match new tenure-track faculty members who choose to participate in the program with an Associate Professor or Professor to serve as a mentor. The program is entirely voluntary for both the mentor and the protégé.

### ***Role of the Mentor***

Mentors guide and facilitate the academic career of a new or junior level faculty member.

Mentoring activities may include:

- Assisting the protégé in getting acquainted with SIU and COEHS policies and procedures
- Supporting the protégé's professional development activities
- Helping the protégé assimilate into the profession at the national level
- Advising the protégé on the promotion and tenure process
- Collaborating on research, where appropriate
- Assisting with locating resources to help with on campus or on-line course development
- Providing feedback on grant proposals, manuscripts, and conference presentations

### ***Mentoring Program Features***

Mentoring relationships can result in many positive outcomes for both the mentor and the protégé.

Features and benefits of the mentoring program:

- The program can be helpful to new faculty members in initiating collegial relationships and collaborations.
- The program is intended to provide continuous new faculty support so as to facilitate productive and satisfying academic careers.
- The program lasts two years but the relationship can continue through to the promotion and tenure stage.
- The program is intended to augment the role of the respective department chair and faculty peers in faculty development.

### ***Additional COEHS Mentoring Activities***

- New faculty orientation in fall
- Orientation to the mentoring program for all participants
- Development of mentor/protégé relationships
- In-service training on applying for grants, publishing in refereed journals, and excellence in teaching

### ***To Become a Mentor or Protégé***

Complete the attached form and send to Dean's Office, College of Education and Human Services, Mailcode 4624. For more information call 618-453-2415.

# Application to be a Mentor or Protégé in the COEHS Faculty Mentoring Program

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Rank: \_\_\_\_\_ Phone: \_\_\_\_\_ Mailcode: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## Please check if you are a Mentor or Protégé.

Review the following checklist and select the items that reflect your preferences.

### Preferences for Prospective Mentors/Protégés

Male	Female	No Preference
From the same department	From the same College but not department	No Preference

Already identified a person I want to work with as a protégé/mentor \_\_\_\_\_  
(Person Identified)

## Functions

**Directions:** This two-page section contains potential functions of a mentoring relationship relative to Teaching, Research, Service and Faculty Survival Skills. We are interested in knowing which functions are most important to you in building a mentor/protégé relationship. This information will be used to help pair the mentor and protégé. Check the boxes to select the functions from the list below.

### Teaching

- Provide assistance with instructional design and materials (D2L, Center for Teaching Excellence, etc.)
- Suggest/demonstrate best practice in teaching
- Suggest ways of handling student problems (academic, social, psychological)
- Assist in interpretation and use of teaching evaluations
- Creating and posting syllabi
- Provide guidance in developing distance learning/on-line courses
- Provide guidance in locating and using computer labs/equipment
- Provide guidance in using web-assisted courses
- View/provide feedback on teaching
- Identify accommodation strategies for students with disabilities

### Research

- Identify appropriate journals for publications
- Read draft manuscripts
- Suggest conferences for presentations
- Assist with turning presentations into publications
- Identify grant opportunities; find foundations and corporations to fund projects
- Write grants and contracts

Identify/demonstrate ways to use technology in research  
Discuss procedures for developing research labs  
Outline the publishing process including etiquette with co-authorship  
Locating funding for professional travel

#### Service

Assist in seeking, evaluating, and accepting appropriate service assignments  
Provide guidance in establishing consultancies  
Assist in seeking professional development opportunities  
Define the role of college/university faculty member  
Define professional goals  
Help establish partners with outside agencies and institutions  
Define and identify opportunities for civic engagement  
Foster involvement in professional organizations  
Identify legal and ethical considerations

#### Survival Skills

Identify strategies for productive meeting and committee participation  
Develop understanding of department/college norms, policies and procedures  
Demonstrates time/self-management strategies  
Develop understanding of University culture  
Assist in identifying campus resources for students and faculty regarding diversity and inclusiveness (LGBTQ, Disability Services, Center for Inclusive Excellence, Center for International Education, etc.)  
Provide guidance on promotion/tenure dossier development  
Demonstrate preparation of documentation for annual merit review

RETURN COMPLETED APPLICATION TO:

DEAN'S OFFICE  
College of Education and Human Services

Office of the Dean  
Wham 115  
MAILCODE 4624