

UD ADVANCE Formal Faculty Mentoring Suggested Topics for Year 1

Formal Faculty Mentoring at UD

Faculty Handbook 4.4.2: All assistant professors are to be assigned a formal faculty mentor.

- The formal mentor is a *procedural* mentor assigned by the chair.
- Primary job is to ensure familiarity with departmental, college, and university policies and procedures – and to help the mentee understand and navigate culture of the department/university.
- Should also help identify other mentors (e.g., research, teaching, etc.).
- Is *not* expected to act as your one, single mentor.
- Chair should check on the mentoring arrangement with mentor and mentee (separately) periodically. If the arrangement is not working, the chair will assign a new mentor.

Some Topics for Discussion in the First Year:

Below is a list of potential mentoring topics written for a broad range of disciplines. Mentors and mentees should focus on those topics relevant to the mentee's research program or role as a CT faculty member. If the mentor is not able to address some of these topics, they should try to help identify people who can. The UD ADVANCE website contains other mentoring resources, including a list that goes beyond the first year.

- Check that the mentee's teaching load and TAs are reasonable; discuss departmental norms surrounding teaching and advising.
- Suggest resources to streamline mentee's teaching preparations – resources from faculty who have taught similar courses, Center for Teaching and Assessment of Learning, etc.
- Discuss and offer support for making sure the mentee's lab is up and running in a timely fashion.
- Discuss best practices for recruiting participants for human subject research.
- Discuss plans to recruit graduate students and departmental norms surrounding working with graduate students.
- Discuss the importance of developing a professional network and a set of mentors to support different aspects of work-life. When possible, make suggestions to help mentee identify people who can serve in those roles.
- Discuss resources available through UD's Research Office, internal UD funding opportunities (and timelines), and funding for undergraduate research.
- Discuss research semester and its timing, sabbatical schedule, and when to apply.
- Discuss UD's Family-Friendly Policies and home purchase assistance.
- Review annual appraisal process. After the annual appraisal, check in with your mentor to see how it went.
- Review and discuss processes and expectations surrounding the 2-year peer review or contract renewal.
- Lightly review UD, College, and Departmental P&T guidelines.
- Discuss and help identify resources across campus to support work-life balance.
- Discuss mentee's long-term plans for promotion or contract renewal surrounding research, funding, teaching, etc.