

## Faculty Mentor Program

Appropriate to the faculty appointment, the following information is to be used to support new faculty members in their transition to Mayville State University.

**Process:** The Division Chairperson will assign a faculty mentor who will ensure the new faculty member has been given the appropriate guidance and resources supportive of the employment assignment(s). The mentor will need to complete the following with the new faculty:

- Checklist under Faculty Member Responsibilities below, conscientiously attending to these items.
- Visit at least one class (face-to-face, distance, or online) of the new faculty members. After observing the new faculty member’s teaching, the mentor is expected to provide opportunities for the new faculty member to meet and discuss teaching practices aligned with Higher Learning Commission standards.
- Provide designated, 1-hour time periods for weekly contact with new faculty member in the first 3 weeks of the semester followed by once/month for the first semester of the academic year to answer any questions new faculty members might have.

After the first semester of teaching, faculty mentors are to submit the completed faculty mentor log to the Division Chair, who will then forward to Human Resources.

### HUMAN RESOURCES RESPONSIBILITIES

Facility Tour	<ul style="list-style-type: none"> <li>– Restrooms</li> <li>– Mailroom</li> <li>– Copy center</li> <li>– Cafeteria/Snack Bar</li> <li>– Bookstore</li> <li>– Division/Dept. Tour</li> </ul>	<ul style="list-style-type: none"> <li>– Parking</li> <li>– Printers</li> <li>– Office supplies</li> <li>– Elevator in Old Main</li> <li>– Handicap accessible areas</li> </ul>
Onboarding	<ul style="list-style-type: none"> <li>– I9 Form</li> <li>– Benefits</li> <li>– Keys</li> <li>– Computer</li> </ul>	
Policies	<ul style="list-style-type: none"> <li>– Name badge</li> <li>– University Mission</li> <li>– Faculty handbook</li> </ul>	<ul style="list-style-type: none"> <li>– NDUS Policies/HR</li> <li>– SBHE Polices</li> <li>– MSU Polices</li> <li>– Tuition Waivers</li> </ul>
Administrative Procedures	<ul style="list-style-type: none"> <li>– Office/desk/work station</li> <li>– Mail</li> <li>– Business cards</li> <li>– Letterhead/Envelopes</li> </ul>	<ul style="list-style-type: none"> <li>– Telephones (long distance code)</li> <li>– Conference rooms</li> <li>– Picture ID badges</li> <li>– Copies &amp; codes</li> <li>– MSU logo usage (SharePoint)</li> </ul>
Training	<ul style="list-style-type: none"> <li>– SharePoint</li> <li>– HRMS – Self Service</li> <li>– Advising (SA)</li> <li>– Disability Services (SA)</li> </ul>	<ul style="list-style-type: none"> <li>– Starfish (SA)</li> <li>– Expense reports (BA)</li> <li>– Moodle (EL)</li> <li>– Writing Ctr (SA)</li> </ul>

**ACADEMIC AFFAIRS RESPONSIBILITIES**

- \_ Important dates and syllabus elements (add/drop, course withdrawal, academic dishonesty, etc.)
- \_ Selection of courses for student evaluation of instruction
- \_ Assessment day
- \_ Campus commencement ceremonies
- \_ Process for requesting professional development funding
- \_ Documentation expected for promotion/tenure (Policy M605.1.1)

**DIVISION CHAIRPERSON RESPONSIBILITIES**

Meeting with Division Chair, Faculty Mentor and New Faculty Member to review the purpose of the Mentor Program.

**FACULTY MENTOR RESPONSIBILITIES**

Teaching

- \_ Classroom equipment
- \_ Process for requesting textbooks and other supplies for courses
- \_ Process for entering grades
- \_ Completion of yearly professional goal statements (Goal Sheets/Supplementary Data Report)
- \_ Visit new faculty members class
- \_ Monthly meetings with new faculty member (three meetings)

Other Opportunities and Resources

- \_ Offer to accompany new faculty member to pre-service events
- \_ Participation on University committees
- \_ Service to the university and community
- \_ Attendance at Division and Faculty Association meetings
- \_ Provide resources or contacts that could further support new faculty member

**Related Policy and Forms:**

- [M605.1.1](#) Appointments, Rank and Tenure
- MF605.1.1.B1 Human Resources New Faculty Checklist
- MF605.1.1.B2 Faculty Mentor Log

**Adopted: Fall 2017**

**Sponsors: Vice President for Academic Affairs and Faculty Senate & Association**