

New Faculty Mentoring Checklist

Office of Teaching and Learning Advancement
Ball State University

This checklist is based heavily on the one created by the College of Sciences and Humanities; we appreciate their generosity in letting us use their work.

We are providing this checklist as a guide for mentors' discussions with their new faculty protégés. Since most of these items are primarily about *orientation* to faculty work at Ball State University, it is not intended to be a strict blueprint for a rich professional mentoring experience. More suggestions for mentoring activities can be found on OTLA's mentor website. As you discuss these items with your new faculty protégé, please be as specific as possible to the unique ways your department and college address these issues. Items marked with an asterisk should be addressed within the first month.

Teaching

- Classroom procedures for department classrooms (keys, equipment, supplies, etc.) *
- Important policies and syllabus elements (add/drop period, course withdrawal, academic dishonesty, disabled students, etc.) *
- Copies / Electronic reserves / Scanning articles *
- Assistance available from department staff *
- Freshman midterm deficiency notices
- Proper use of "Incomplete" grade
- Grade posting policies / FERPA
- Administration of teaching evaluations
- Ordering books
- Departmental assessment of learning outcomes
- Departmental advising

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

Teaching Support¹

- University Libraries (basics and tour with a librarian) *
- Blackboard (basics and available training) *
- Office of Teaching and Learning Advancement (including Faculty Fellows and New Faculty programs)
- Learning Center / Writing Center
- inQsit (including testing labs)
- Technical Training Support Services
- Instructional media (ordering videos through VIS, classroom equipment, arranging for other equipment from the department or VIS)

¹ Please note that a recent Information Technology reorganization may have changed the names of IT offices and the contact persons to whom you might address questions about technology support for teaching. For more details, see <http://www.bsu.edu/uts>.

Professional Development

- Department/College expectations for teaching, scholarship, and service *
- Vitae format for college *
- Documentation expected for promotion/tenure *
- Deadlines for submitting P&T documents to department *
- Four models of scholarship: discovery, application, integration, teaching
- Contract Faculty: Expectations for teaching, scholarship, and service *
- Contract Faculty: Documentation of effectiveness (e.g., annual reports, merit pay documents, etc.) *
- Faculty development opportunities and funding sources (see handout provided)
- Office of Teaching and Learning Advancement (including New Faculty programs)
- Merit salary applications/procedures
- Assigned time for scholarship reporting policies/procedures
- Professional travel (policies, funding, forms, etc.)

Research Support

- Sponsored Programs Office (various programs and services, including ASPIRE grants, EUREKA! database, etc.)
- Statistical consultation through Unified Technology Support

Official Policy Documents

- Faculty and Professional Personnel Handbook
- Code of Student Rights and Responsibilities (Section V of Faculty Handbook—including faculty responsibilities in academic dishonesty cases)
- Written Departmental Policies

Other Opportunities and Resources

- Ball State Bookstore discount
- Dining facilities (Atrium, Retreat, Student Center, coffee shops, etc.)
- Day Care (including the Child Study Center and WorkLife programs)
- Spouse/partner employment
- Undergraduate tuition reduction for family
- Cultural events (Emens, BSU theatre Art Museum, etc.)
- Athletic events
- Exercise facilities
- Working Well / Employee QuickClinic