UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING

Faculty Development/Mentoring Plan

Goal: To develop the potential of individual faculty members in their multifaceted faculty role--teacher, scholar, professional, public servant--through orientation, mentoring, ongoing development, and shared faculty governance

Procedures:
1) The Dean, in collaboration with the Associate Deans and Faculty Chair, will assign a mentoring team consisting of a primary mentor and additional mentors for teaching and evaluation/tenure processes prior to the start date for each new faculty.
2) The primary mentor responsibilities are indicated in the respective column below. The secondary mentors are less formalized and will be contacted by the mentee for the specific needs related to teaching/evaluation.
3) The mentee responsibilities are indicated in the respective column below.
4) The mentee/mentor assignments may be revised/reassigned if lack of "fit" or other potential concerns, in communication with the Dean by the primary mentor and mentee.

	Orientation	*Primary Mentor Responsibilities*	*Mentee Responsibilities*
Academia	Faculty Duties and Responsibilities *University Faculty Handbook* http://www.sc.edu/policies/facman/columbiamanual.shtml *CON Faculty/Staff Handbook*	Role modeling and guidance by senior faculty and College leadership team related to academic culture 1:1 meeting with mentee monthly for first 6 months and as needed - Goal setting and advising - Balancing priorities - Leadership development Act as an advocate for your mentee *See: Bauchner, H. (2002). Mentoring clinicalresearchers. *Archives of Disease in Childhood, 87,* 82-84.	Annual goal setting and review of achievements with mentor Initiate/set up time to meet with primary mentor on a monthly basis (and/or more frequently as needed) Set up meetings with other mentors (initial meeting, then as needed) Ask for what you need to be successful

University organization
(Orientation provided by University Dept of Human Resources Management)
	About USC
	General Information *USC New Employee Orientation*
	    Benefits Overview & Retirement Options
	    Holidays/Leave
	    USC ID badge
	    Parking arrangements
	    Forms
	University Policies
	Graduation attendance/regalia/traditions
	Tour of campus & campus map
	    http://www.sc.edu/cgi-bin/uscmap/overview.cgi
		Invite/accompany junior faculty to University celebrations and meetings
		
		Advise on policies
		
		Facilitate navigation with resources
			University town hall meetings
			
			Faculty Senate membership and participation (Individual)
			
			Updates via Faculty Assembly (elected College Senators)
			
			Order regalia for graduation/convocation events

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	Orientation	Primary Mentor Responsibilities	Mentee Responsibilities

College organization (Materials provided during faculty/staff orientation)	About College of Nursing
	   History
	   Vision, mission, core values
	   Administrative organizational chart
	   Strategic Plan
	   Tour of the College
	Calendars/Directories
	   University calendar
	   CON academic calendar
	   Calendar of faculty meetings
	   Membership Standing Committees
	   Telephone/e-mail lists
	   Room reservation request information
	Faculty Governance
	   Faculty Governance Model
	   Overview of committees by chairs
	   Overview of Faculty Senate by a College representative
	College Policies*
	   Appointment, Promotion, and Tenure
	   Faculty Workload
	   Annual Evaluation
	   Curriculum vitae format
	Emergency Response Plan
	
	CON Faculty/Staff Handbook
		Invite/accompany to College celebrations and meetings
		
		Role modeling and guidance by senior faculty and College leadership team related to organizational culture and shared governance
		
		Tips on policies and navigation
		
		Share CV; provide exemplars of evaluation processes, portfolio's
		
		Major Events:
		CON Convocation (May)
		Mary Ann Parsons (Spring)
		Vianna McCown (Fall)
		Commitment to Caring Ceremony (Fall)
		Freshman Tea (Fall)
			Faculty Assembly participation (Individual)
			
			Committee and task force membership and leadership (Individual)
			
			Ask questions
			
			Meet with Faculty Chair – Dr. Joan Culley (as needed)
			
			Major Events:
			CON Convocation (May)
			Mary Ann Parsons (Spring)
			Vianna McCown (Fall)
			Commitment to Caring Ceremony (Fall)
			Freshman Tea (Fall)

Support services	Faculty Support
	   Role responsibilities of administrative staff
	   Frequently Asked Questions
	   Purchasing and travel and lodging reimbursement requirements
	   Ordering USC business cards
	   Classroom Reservation Agreement Form
	   Request for Leave
	   Facsimile Transmittal Sheet
	   Meeting agenda and minutes forms
	Information Technology Center
	   USC Computer Use Policy
	   Exchange e-mail/calendar/contacts
	     MS Outlook
	   University Web sites (Bulletin, HR forms, room reservations, Blackboard, etc.)
	   College Web site and Intranet (K Drive)
	   Resources for online teaching (podcast, Breeze, etc.)
	Office of Development
	Office of Marketing
		Assist to navigate support services (organize with other mentors to assist)	Updates via Faculty Assembly (College leadership team)
			
			Meet with: (as needed)
			IT Director (Ben Card)
			Facilities Manager (XXXX)
			Business Director (Mary Androne)
			Human Relations (Becki Dangerfield)
			Asst Dean for Operations (Rod West)
			Special Projects Director (Cheryl Nelson)
			Kimberly Bradshaw (Support staff)
			Monica Cromer (Director of Development)
			Jan Johnson (Public Relations)
			
			Vera Polyakova-Norwood – Director, Online Learning

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Student-related affairs	Office of Student Services
	   Preregistration
	   Student records
	   Blackboard
	   Online Student & Course E-Mail Lists
	   Student affairs
	      CON Student Government Association
	      CON Graduate Student Organizations
	   Family educational Rights & Privacy Act
	   Disabilities Act
	   Other University Resources (Magellan, Capstone, student services)
		Role model advising during a new faculty member's first year of advising
		Other mentors may assist
		
		Facilitate navigation with resources
			Updates via Faculty Assembly (Associate Dean for Academics)
			
			<u>Meet with: (as needed)</u>
			Prof. Gloria Fowler (Director student services)
			Gail Vereen (Academic Operations)
			Christine Hodgson (NP/DNP student advisor)
			Helen Halasz (PhD student advisor)
			
			Dr. Kathy Lasala - Assoc. Dean for Academics
			Prof. Kim Glenn – Asst Dean UG
			Dr. Stephanie Burgess – DNP/MSN Program Director
			Dr. Deanne Messias – PhD Program Director
			
			Chair – Student Affairs Committee

Scholarship of teaching	Office of Academics
	   Strategic plan: Goals, objectives, priorities
	   Academic programs
	   CON Student Handbook (Graduate and Undergraduate)
	   Student advising responsibilities and process
	   Reporting and changing grades
	   Course, faculty, and student evaluation system
	   Faculty course summaries
	   Course syllabus format
	
	Peer evaluation
	
	Educational technology
	   Introduction to Blackboard
	
	Use of evidence-based practice/teaching principles
		Facilitate successful development of teaching scholarship
		
		Assist to establish short term (i.e., 1 year) and long-term (i.e., 5 year) goals with detailed operational plan that is reviewed and updated annually.
		  - Include in plan publications and national presentations (if education is primary focus of scholarship) – See Attachment 1 or 2 as guide
		
		Allow your mentee to review your teaching materials and Bb classes; share exemplars as appropriate
		
		Role modeling by expert clinical instructors
		
		Provide/coordinate peer review of teaching in first 6 months
		
		Facilitate:
		Operationalization of 5-year plan
		   Acquisition/enhancement of teaching skills
			Meet with Dr. Kathy Lasala, Assoc Dean for Academics, as needed
			Meet with Program Directors, as Needed
			
			Develop working draft of short term and long term teaching goals and set up time to review with mentor (1st 3 months). Review and update annually.
			
			Participate in faculty development series
			
			Participate in programs offered by Center for Teaching Excellence
			
			Initiate/set up time for peer review with teaching mentor during first 6 months
			
			Participate in writing club (monthly)
			
			Participate in Graduate or Undergraduate Council (based on teaching assignments)
			
			Vera Polyakova-Norwood – Director,

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	Orientation	*Primary Mentor Responsibilities*	*Mentee Responsibilities*
		Schedules and timelines Presentation of findings Advocacy Networking assistance Navigation of Resources	Online Learning Orientation to Blackboard

Scholarship of research	Office of Research & Evaluation
	    Strategic plan: Goals, objectives, priorities
	    Functions, services, ongoing research projects
	    Research development and support resources within the
	       College and University
	
	Center for Cancer Survivorship
	Center for Healthcare Process and Redesign
		Facilitate successful development of the research career of junior researchers/TT faculty
		
		For TT faculty - Assist to establish short term (i.e., 1 year) and long term (i.e., 5 year) goals with detailed operational plan that is reviewed and updated annually. See Attachment 1 or 2.
		    Statement of focus of research program
		    Long-term goal
		    Detailed 1-year operational plan that is evaluated & revised annually. Includes manuscript & grant application submission dates over time, as appropriate
		
		Facilitate:
		Operationalization of 5-year plan
		    Acquisition of research skills
		    Selecting, refining, and conducting projects
		    Funding sources
		    Timeline monitoring & accountability
		    Presentation of findings
		    Advocacy
		    Networking assistance
		    Navigation of resources
		
		Facilitate opportunities for clinical faculty/non-TT faculty to participate in research scholarship
		
		Role modeling by senior researchers
		
		Direct to resources as appropriate
		
		Provide examples of successful work from your own repertoire
		
		Provide a stage for "informal" mentoring
			Meet with Dr. Sue Heiney, Int. Associate Dean for Research, as needed
			
			Develop working draft of short term and long-term research goals and set up time to review with mentor (1st 3 months). Review and update annually.
			
			Participate in programs offered by the University Office for Research Development
			
			Participate in writing club (monthly)
			
			Participate in College research development & support opportunities:
			    Mock Reviews
			    Research Think Tank
			    Research Council
			
			University research development & support opportunities:
			    Office of Research Development (ORD)
			
			When examples of work are shared, respect the confidentiality/trust that has been placed and do not share with others
			
			Be open and available to informal mentoring
			
			Be a good "ambassador" when you are introduced/networked with other colleagues by your mentor (e.g follow-up on correspondence, keep appointments, etc)

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	Orientation	Primary Mentor Responsibilities	Mentee Responsibilities
		Network your mentee with other individuals instrumental to their success	

Scholarship of practice	Office of Practice
	    Strategic plan: Goals, objectives, priorities
	    Functions, services, ongoing demonstration projects
	    Faculty Practice Plan
		Facilitate successful development of the practice inquiry career of a junior clinical track faculty member through ongoing formal and informal exchanges
		
		Assist to establish short term (i.e., 1 year) and long term (i.e., 5 year) goals with detailed operational plan that is reviewed and updated annually. See Attachment 1 or 2.
		    - Include in plan publications and national presentations (if practice is primary focus of scholarship)
		
		Facilitate:
		    Operationalization of 5-year plan
		    Acquisition of practice inquiry and program planning skills
		    Selecting, refining, and conducting practice inquiry projects and health programs
		    Funding sources
		    Timeline monitoring & accountability
		    Presentation of outcomes
		    Advocacy
		    Networking assistance
		
		Role modeling by senior practice faculty
			Meet with Dr. Stephanie Burgess, Associate Dean for Practice, as needed.
			
			Develop working draft of short term and long term practice goals and set up time to review with mentor (1st 3 months). Review and update annually.
			
			Participate in Practice Council (as appropriate)
			
			Participate in Faculty Practice Plan (as appropriate)

Career Development and Advancement	Annual Evaluation Criteria
	    - TT Faculty
	    - Clinical Faculty
	
	College, University, and professional service
		Facilitate successful career development
		
		Assist to establish short term (i.e., 1 year) and long term (i.e., 5 year) goals with detailed operational plan that is reviewed and updated annually
		    -Service and professional/career goals
		    -Other career goals (i.e., membership on national committee, journal reviewer/editor)
		
		Provide examples of previous documents
			Develop working draft of short term and long-term goals and set up time to review with mentor (1st 3 months). Review and update annually.

ATTACHMENT 1:

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Mentoring/Career Development Plan (Clinical Faculty):

1) **Briefly describe your long-term career objectives (5-10 years) (what do you want to accomplish, who/what do you want to be doing in 5 years/ and who do you need to work with/establish relationships]**

2) **Briefly describe your short term objectives (6 months, 1 year):**

   Teaching:

   Scholarship:

   Practice:

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Faculty Development/Mentoring Plan

5 Year Plan (Provide specific details in Yr1 and 2, more general details/ideas for Yrs 3-5)

Semester/ Year	Teaching	Practice	Publications/ Scholarship	Service	Leadership/ Networking Needs/ Developmental Needs/Other

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ATTACHMENT 2:

Research/Career Development Plan: (Research/TT Faculty)

1) **Briefly describe your long-term research objectives (i.e., the science) (5-10 years)**

2) **Briefly describe your short term research objectives (next 1 years)**

3) **Describe your career objectives in the next 5 years (what do you want to accomplish, who/what do you want to be doing in 5 years/ and who do you need to work with/establish relationships]**

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Faculty Development/Mentoring Plan

5 Year Plan (Provide specific details in Yr1 and 2, more general details/ideas for Yrs 3-5)

Semester/ Year	Research (what needs to be done to meet objectives)	Grants -current funded – list name of grant and dates of funding; - submitting/sponsor/ date	Publications	Teaching	Service	Leadership/ Networking Needs/ Developmental Needs/Other

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