



Mentoring Plans for New Faculty (Tenure and Non-Tenure Track)
Portland State University
Department of Civil and Environmental Engineering v.2019

In CEE, we value a culture of support for new faculty. A faculty member in the research or teaching area will be assigned as mentor but the entire faculty take responsibility for supporting teaching and research growth. This document describes the basic responsibilities and expectations of the mentor, mentee, and the Department. The Department Chair takes responsibility for facilitating and monitoring that the mentoring milestones are being accomplished. Mentor guidelines for Assistant Professor and Instructor are presented.

Assistant Professor

A faculty member in the research area will be assigned as mentor who will be responsible for the following:

- Arranging meeting(s) with appropriate local and regional research sponsors.
- Discussing mentee's long-term research/funding plan (see note below about research plan or roadmap)
- Helping identify research funding opportunities that are aligned with the mentee's research plan.
- Be a resource for reviewing proposal and proposal ideas for the mentee.
- Provide academic advice related to teaching, helping to improve the mentee's teaching skills and evaluations as well as helping to navigate the Portland State system for course approvals should the mentee wish to create new classes. The mentor will also help select classes for the mentee to teach and help identify and introduce the mentee to prior teachers of those classes.
- Provide department, university, and professional-service-related advice.
- Be a resource for other things that are not listed above but germane to the Assistant Professor's success at Portland State.
- Suggest other possible mentors, as necessary and appropriate.
- Suggestions of workshop research proposal writing and related activities.
- Appropriate use and management of teaching assistants.

The mentee may want to develop a research plan or roadmap of research objectives. They may also want to use the mentoring checklist from the University of Delaware found here <https://sites.udel.edu/advance/files/2015/03/MentoringChecklist-1trx60e.pdf> or the one page version: <https://sites.udel.edu/advance/files/2016/07/Short-Mentoring-List-2016-1a0z61f.pdf> .

As part of the teaching mentoring, CEE will support an application to the ASCE ExCeed or ASEE teaching workshop. Assuming budget, CEE will cover salary for 1 week (if in summer) and all travel expenses. This should happen in the first year and if the application is not successful, will re-apply the following year.

Meetings with the Department Chair

Part of the mentoring will involve meetings with the CEE chair. These will be three separate informal meetings, usually within the first quarter:

1. Review Departmental P&T guidelines, Bylaws, AAUP Collective Bargaining Agreement, CEE Procedures, Lab Safety Plan and other documents.
2. Discuss research and service expectations, including proposal submission process. Review processes of yearly evaluation and P&T (focusing on: research, papers, funding, external letters and the necessity to keep records).
3. Teaching practices and policies including teaching load, assignment of TAs, GEU contract requirements for workload, sample class syllabi, evaluation mechanisms, teaching resources, and university policies related to students. Provide orientation to CEE “teaching tips resources” in faculty share drive to streamline mentee’s teaching preparations. Discuss course approval process.

The following meetings will also be arranged by CEE chair to happen within the second quarter:

- MCECS Departmental Research Accounting (DRA) staff
- CEE Department’s P&T committee (either collectively or individually).
- An expert teacher either in CEE or in another MCECS department.
- MCECS Dean.
- MCECS Associate Dean(s).

In the second year (usually in December), there will be a check-in meeting with the CEE Department Chair following the first year Promotion & Tenure review.

In the second year (usually in spring quarter), there will be a check-in meeting with the CEE Department Chair to review the procedures planning for the P&T 3rd year review.

In the fifth year, there will be a check-in meeting with the CEE Department Chair to review the procedures Promotion & Tenure review.

Instructor

A faculty member with teaching expertise will be assigned as mentor who will be responsible for the following:

- Provide academic advice related to teaching, helping to improve the mentee’s teaching skills and evaluations as well as helping to navigate the Portland State system for course approvals should the mentee wish to create new classes. The mentor will also help

select classes for the mentee to teach and help identify and introduce the mentee to prior teachers of those classes.

- Provide department, university, and professional-service-related advice.
- Be a resource for other things that are not listed above but germane to the Instructor's success at Portland State.
- Suggest other possible mentors, as necessary and appropriate.

As part of the teaching mentoring, CEE will support an application to an intensive teaching training workshop such as ASCE ExCEED or ASEE workshop at a regional or national conference. Assuming budget, CEE will cover salary for off contract times and all travel expenses. It would be desirable for this to happen in the first or second year.

Meetings with the Department Chair

Part of the mentoring will involve meetings with the CEE chair. These will be three separate informal meetings, usually within the first quarter:

1. Lightly review Departmental P&T guidelines, Bylaws, AAUP Collective Bargaining Agreement, CEE Procedures, Lab Safety Plan and other documents.
2. Teaching practices and policies including teaching load, assignment of TAs, GEU contract requirements for workload, sample class syllabi, evaluation mechanisms, teaching resources, and university policies related to students. Provide orientation to CEE "teaching tips resources" in faculty share drive to streamline mentee's teaching preparations. Discuss course approval process.
3. Discuss a professional development plan, including plans to support growth in engineering practice and other growth areas specific to the responsibilities.

The following meetings will also be arranged by CEE chair to happen within by the end of second quarter:

- CEE Department's P&T committee (either collectively or individually).
- An expert teacher either in CEE or in another MCECS department.
- MCECS Dean.
- MCECS Associate Dean(s).

In the fourth year, there will be a check-in meeting with the CEE Department Chair to review the procedures planning for the continuous appointment review (usually in spring quarter).