



ADVANCE
at Southern Illinois University Edwardsville

TOWARD AN INCLUSIVE MODEL OF EXCELLENCE (TIME)



How to Support New Faculty

Transitioning into a new faculty position can be difficult and stressful. However, there are many ways current faculty members can provide guidance or insight to a new hire on how to flourish in their position and to feel welcome at SIUE. This document contains information about topics that will likely be of interest to new faculty as well as ideas on how to include new faculty to ensure that they feel comfortable and supported.

Departmental/College/University Information

- Inform them about or introduce new faculty to the key people in their department or university (i.e., chairs, associate deans, deans, and provost,).
- Direct them to the [New Employees webpage](#) for information about University policies and other general information.
- Direct them to the [Center for Faculty Development and Innovation](#) website for resources on teaching, research, or other creative activities.
- Provide them with information about [faculty or student groups and organizations](#) on campus.
- Inform them about the [Family Friendly Policies](#) that SIUE has to offer.
- Provide them with the contact information to the [Office for Accessible Campus Community & Equitable Student Support \(ACCESS\)](#).
- Inform them of departmental or university meetings they may be required to attend.
- Explain where to find key department documents (e.g., operating papers, tenure and promotion criteria) and how the shared drive is organized.
- Discuss department norms and expectations regarding, for example, office hours and participation in social activities and departmental service opportunities.

Teaching Advice and Information

- Discuss what kinds of classes they may teach in their first years at SIUE.
 - Inform them of opportunities to develop new courses, if allowed.
 - Recommend they try to limit the number of new course preparations they have each semester
- Provide new hires with examples on how to structure classes or examples of past syllabi for courses.
 - Discuss how you plan and develop courses for the semester.
 - Invite new hires to observe a senior faculty member's class.
 - Discuss the possibility of selecting a teaching assistant for their courses.
- Discuss ways to get feedback on their teaching
 - Give them information about how teaching evaluations are implemented and how they are weighted.
 - Encourage them to conduct a midsemester evaluation and respond to student feedback
 - Tell them about the [peer teaching consultants](#).
- Discuss the resources available for teaching enhancement.
 - [Teaching Resources](#)
 - [Instructional Design and Learning Technologies \(IDL\)](#) offers teaching consultations and has great resources in their Teaching Toolkit including the syllabus template.
- Talk about ways to manage problems with students or classes (i.e., academic offenses, bullying, or other student-related issues).
 - Share examples of how you have dealt with issues in the past.
 - For examples of the consequences of bullying and how to prevent bullying, please take a look at the information in this [Anti-Bullying Brochure](#).
- Discuss what criteria are used to establish teaching excellence.
 - Discuss how to create their teaching dossier and what documentation they need to keep.

Scholarship Advice and Information

- Encourage them to participate in the Graduate School's [New Faculty Incentive Program](#).
- Encourage them to participate in a writing group through SIUE or NCFDD
- Show them how to apply for Graduate Faculty status to be eligible to teach graduate courses or sit on thesis committees, if needed
- Inform new hires of the specific processes to conduct research at SIUE and/or encourage them to reach out to the appropriate people at the [Graduate School](#).
 - [IRB](#) and/or [IACUC](#) approval process.
 - [Kuali Research and Build](#)
 - [CITI-Training certifications](#).
- Discuss their research interests, and potential collaborators and other research opportunities.
- Identify funding opportunities for new faculty and offer to write letter of support, if needed.
- Offer advice on how to:
 - Set up a research lab.
 - Obtain grant or research start-up funding.
 - Build and write successful grant proposals and applications.
 - Encourage students to join their research lab once established.
 - Select journals to publish in and how often they should publish.
 - Provide feedback on their writing or proposal applications.
 - Seek assistance from the [Research Peer Consultants](#).
- Increase the visibility of new hires by introducing them and their work/research to others with similar research interests.
- Inform new hires about potential research conferences they can attend that are relevant to their field or research interests and how to seek funding for conference travel.
- Discuss the criteria for research excellence and how research is evaluated at SIUE.
 - Discuss how to create their research dossier and what documentation they need to keep.

Service Advice and Information

- Discuss potential committees they may want to serve on, and how many committees they should serve on and when.
 - Discuss how to engage in strategic and intentional service that is connected to their scholarship and/or teaching
 - Service should be focused on values, strengths, and desired contributions.
 - How long will this service commitment last and what's the time commitment?
- When recommending service for new faculty, especially women and faculty of color, make sure the service is recognized and rewarded by the university.
- Discuss how to get nominated to serve on a specific committee.
- Discuss the proper way to document and record the service they have completed.
- Discuss how to gracefully say 'no' when asked to perform a service activity they may not be interested in or have time for.
 - Robert Talbert ["On Saying No Gracefully."](#)
 - Kerry Ann Rockquemore ["Just Say No."](#)
- Introduce them to service opportunities external to the university (later career).
 - in the community
 - in professional organizations
 - on federal funding review panels
- Discuss what criteria are used to establish service excellence.
 - Discuss how to create their service dossier and what documentation they need to keep.

Promotion and Tenure Advice and Information

- Discuss the criteria for annual review processes.
 - Provide guidance on how to prepare for annual reviews.
 - Discuss what a new hire's first year may look like.
- Discuss the formal and informal criteria for promotion and tenure.
 - Suggest they talk with the Chair or the Dean's Office if they have questions or concerns about these criteria.
 - Provide guidance on how to build a successful promotion and tenure review dossier and how to use Watermark Faculty Success, formerly Digital Measures, (if applicable).
 - Encourage new faculty to look at sample dossiers from their department or from New Faculty Onboarding
 - Direct them to the [Tenure Policy and Guidelines](#) section of the Faculty Handbook.
 - Discuss who is involved in the review process and how it is structured.
- Give new hires advice on things you learned from your promotion and tenure review and things you wish you would have known before the process.

Other Ways to Support New Faculty Members

- Encourage them to activate their [National Center for Faculty Development Diversity membership](#)
- Encourage new hires to make a list of short-term and long-term goals and a timeline for reaching those goals.
- Invite new hires to informal gatherings with others in your department or in the university.
- Invite faculty members to professional development workshops or events on campus.
- Discuss ways to promote a healthy work-life balance and time-management skills.
- Provide constructive and supportive feedback on specific work activities or on their career progress.
- Establish an open and supportive environment inviting new hires to voice their concerns, and encourage them to ask questions.
- Share the things you learned in your first few years at SIUE, while recognizing that new faculty's experiences may differ.
- Provide them with information about the [Dual Career Support](#) program
- Share the link to the [ITS knowledge base](#) where they can locate answers to many of their technology questions.

References

ADVANCE Program. (2018). How to Help New Faculty Settle In: Common Problems and Alternative Solutions. University of Michigan. (<https://advance.umich.edu/wp-content/uploads/2018/09/HelpNewFacultySettleIn.pdf>)

Smock, P. and Stephenson, R. (2016). *Giving and Getting Career Advice: A Guide for Junior and Senior Faculty*. University of Michigan ADVANCE Program (<https://advance.umich.edu/wp-content/uploads/2021/01/CareerAdvising-Research.pdf>).

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