

PHILADELPHIA UNIVERSITY MENTORSHIP PROGRAM SYLLABUS

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OBJECTIVE:

The Mentorship Program is intended to establish a University-wide infrastructure to further the institution's philosophy of a "culture of mentorship" for faculty—from entry into the ranks through promotion to Professor. This program seeks to enhance retention of all qualified faculty and expedite orientation of new faculty. The program is designed to benefit:

1. **New TT/PT faculty** who seek assistance in transitioning to faculty life at PhilaU.
2. **Associate Professors** who are considering promotion to Full Professor and seek a Senior Faculty mentor.

MENTOR QUALIFICATIONS:

A mentor must be a senior faculty member interested in volunteering to serve their fellow faculty members in this important and meaningful capacity. Faculty at rank of Associate or Full Professor may serve as mentors for new faculty. Faculty at rank of Full Professor may serve as mentors for Associate Professors seeking promotion to Full Professor.

ROLES AND RESPONSIBILITIES:

Mentor:

1. Attend one mentoring workshop to be held prior to the start of Fall semester in tandem with new faculty training.
2. Minimally, meet with the assigned mentee at least twice in their first semester at the university, and at least twice a year thereafter for the duration of the relationship. More contact is advised.
3. Provide support and direction in the following areas:
 - Campus resources
 - Assistance with teaching and pedagogy
 - Balance and prioritization
 - Other socialization issues as needed
 - Navigation on questions pertaining to scholarship/practice and reviews*
4. Complete a yearly survey for assessment of the mentorship program.

The mentor is NOT responsible for the quality of the mentee's performance. Poor performance on the part of the mentee should not be regarded as poor service on the part of the mentor.

Mentee:

1. Serve as the initiator of meetings with the mentor at least twice in the first semester at the university, and at least twice a year thereafter for the duration of the relationship. More contact is advised.
2. Complete a yearly survey for assessment of the mentorship program.

* It is recommended that a mentee should discuss any advice provided by the mentor regarding scholarship/practice and reviews with his/her respective dean and/or executive dean. Mentor provided advice does not represent the views of the university and its reviewing committees, and following such advice does not guarantee tenure/contract renewal.

RESOURCES:

Mediation:

The mentor advocate will serve as the ombudsman for any mentee/mentor with concerns about the mentorship program. This includes requests for reassignment. It is within the rights of both the mentee and mentor to request reassignment. However, parties are encouraged to invest effort in mediation or other means of preserving the relationship.

Counseling Services:

The mentorship program exists to provide professional advice for the benefit of the mentee. If professional psychological counseling might be beneficial, please refer the mentee to counseling services.

<http://www.philau.edu/counseling>

COMPENSATION

All mentors will receive a \$100 annual stipend. This is a flat stipend and does not increase based on the number of individuals being mentored. Upon advance request, the provost's office will provide vouchers for on campus coffee or meal costs incurred as part of mentor/mentee meetings.

SERVICE

Acting as a mentor will count towards service in the Faculty Activity Report and in dossier evaluations.