

## Ideas on 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 feel welcome at SIUE. This brochure 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.

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### Departmental/College/University Information

- Inform them about or introduce new faculty to the key people in their department or the university (i.e., chairs, associate deans, deans, provost, chancellor, or the president).
- Explain where to find key department documents (e.g., operating papers) and how the shared drive is organized.

### Departmental/College/University Information

- Direct them to the [New Employees webpage](#) and the [Faculty Handbook](#) 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 information about the [Dual Career Support program](#) at SIUE.
- Discuss department norms and expectations regarding, for example, office hours or participation in meetings.
- Encourage them to participate in the New Faculty Onboarding program, including scheduling their classes to keep Fridays noon-1:30 P.M. open.

### Research Advice and Information

- Encourage them to participate in the Graduate School's [New Faculty Incentive Program](#).
- Inform new hires of the specific processes to conduct research at SIUE.
  - Going through the IRB and/or IACUC approval process.
  - How to use Quali Research.
  - CITI-Training certificates.
- Discuss their research interests, potential collaborators, and other research opportunities.
- 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.

### Research Advice and Information

- Offer advice on how to:
  - Encourage students to join their research lab once established or how to recruit students from [URCA](#).
  - Select journals to publish in and how often they should publish.
  - Get feedback on their writing or proposal applications.
  - Seek [internal funding for travel](#).
  - Seek assistance from the [Research Peer Consultants](#).
- Inform new hires about potential research conferences they can attend that are relevant to their field or research interests.
- Discuss the criteria for research excellence and how research is evaluated at SIUE.

### 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 much time you spent planning and developing courses.
  - Invite new hires to observe a senior faculty member's class.
- Give new hires information about how teaching evaluations are implemented and how they are weighted.
  - Encourage them to conduct a mid-semester evaluation and respond to student feedback.
- Tell them about the [Teaching Peer Consultants](#).

## Teaching Advice and Information

- Discuss what criteria are used to establish teaching excellence.
  - Discuss how to create their teaching dossier and what documentation they need to keep.
- Discuss the resources available for teaching enhancement.
  - [Teaching Resources](#) at SIUE.
  - Discuss the possibility of selecting a teaching assistant for their courses.
- 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, take a look at the information in this [Anti-Bullying Brochure](#).
- Provide them with the contact information to the [Office for Accessible Campus Community & Equitable Student Support \(ACCESS\)](#).

## Service Advice and Information

- Discuss potential committees they may want to serve on, how many committees they should serve on, and when.
- Discuss how to get nominated to serve on specific committees.
- 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.
  - Robert Talbert "[On Saying No Gracefully.](#)"
  - Kerry Ann Rockquemore "[Just Say No.](#)"
- Introduce them to service opportunities external to the university.
  - How can they get involved in the community, in professional organizations, or serve on federal funding review panels?

## 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 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 Digital Measure (if applicable).
  - Offer to share your dossier with them.
  - 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 had known before the process.

## Other Ways to Support New Faculty Members

- Invite new hires to informal gatherings with others in your department or in the university.
- 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 years at SIUE.
- Encourage new hires to make a list of short-term and long-term goals and a timeline for reaching those goals.

## Other Ways to Support New Faculty Members

- Invite faculty members to workshops or events on campus.
- Create a mentoring relationship with a new hire.
- Attend a new hire's first class and [introduce them to their students](#).



## References:

- [https://scse.d.umn.edu/sites/scse.d.umn.edu/files/advance\\_mentoring\\_handbook\\_kent\\_st\\_ate.pdf](https://scse.d.umn.edu/sites/scse.d.umn.edu/files/advance_mentoring_handbook_kent_st_ate.pdf)
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