
FACULTY MENTORING CIRCLES CONNECTION
IDEAS FROM MENTOR SEMINAR
AUGUST 19, 2009

1. Set-up lunch meeting as soon as name of mentee is known, don't wait to meet mentee.
2. In initial conversations set goals and boundaries of mentor relationship (short and long term and what should be accomplished by April).
3. Discuss fears of mentee.
4. Talk about everyday concerns like parking, bookstore on campus, issues of the city of
5. Charleston.
6. As we think of things that might help the mentee, e-mail ideas at that moment.
7. Remind mentee to save everything they do at EIU for the DPC process. (Departmental Personnel Criteria to be placed in his/ her portfolio)
8. Discuss shortcuts learned for the DPC process.
9. Discuss the use of resources on campus including CATS, academic advisement/testing, research and sponsored programs, disability services, etc.
10. Show mentee an example of a good promotion/tenure document.
11. Encourage attendance at promotion/tenure workshop annually put on by Dr. Jeff Cross and Dr. John Allison.
12. Discuss from professor-point-of-view each of the three areas for promotion/tenure.
13. Try not to overwhelm mentee with information at first few meetings.
14. Get birthday of mentee and send a card that day--send cards for other situations (death, get well, thinking of you etc.)
15. Send a cheery note, "out of the blue" in the middle of the semester.
16. Make a surprise visit with a cup of coffee or soda/water.
17. Invite mentee to join you for a campus event (lecture, music, theatre, sports).
18. Invite mentee to join you at faculty development workshops.
19. Invite mentee to coffee now and then or for a walk around the campus area.
20. Share survival skills at each meeting (especially winter survival skills if mentee from a warm climate).

21. Talk about social, civic and academic opportunities.
22. Find common interests if possible.
23. Talk about teaching, different styles of teaching; get them to identify teaching concerns.
24. Listen to mentee, be a sounding board.
25. Discuss university committees to see if there are options for mentees' participation in the area of service.
26. Discuss faculty productivity.
27. Discuss technology challenges and resources on campus.
28. Discuss the EIU culture in a positive way; how do things really work at EIU?
29. Discuss contract issues.
30. Share syllabi with mentee if they are unsure.
31. Where is the \$ for faculty projects and research?
32. Point out the various activities at EIU and in the community.
33. Work to develop a real "relationship" with mentee instead of superficial meetings now and then.
34. Help mentee network among faculty and administration.
35. Give mentee a campus tour from the perspective of a professor.
36. Help mentee with time management issues.
37. Booth Library Open House – Monday, August 31, 2009, 3:00 – 5:00. At this event, your students can meet the librarian assigned to your discipline, take tours of the building, discover hints for easier research, and gain an overview of library collections. Games, prizes and food will also be available to entice them to participate in this event. We are happy to provide your students with proof of attendance if requested.
38. Library instruction sessions – You are welcome to schedule a time to bring your class to the library for detailed training in using our electronic resources and print collections, evaluating sources, the research process or a customized session for your specific assignments. We do encourage you to schedule these early as space is limited.
39. Take your mentee to the Faculty Reading Room. Faculty members have access to use the room and to browse and check out current periodicals any time during Booth Library hours. The following are available: 2 computer work stations, typewriter, phone, 1 table/4 chairs and 4 comfortable chairs.