Mentoring Meeting Discussion Topics

The following are suggested topics for possible discussion during mentoring meetings over a period of time.

General
- Building a network of mentors
- Building an intellectual community
- Connecting to Five College colleagues and resources
- Developing strategies for maintaining balance, managing time, and saying "no"
- Weighing varied advice from colleagues
- Tenure review timing—the pros and cons of accelerating and decelerating
- Curriculum Vitae and Faculty Record Sheet
- Timing of sabbatical leaves and writing sabbatical reports
- Field-specific professional development opportunities
- Campus resources for supporting students
- Navigating Smith's institutional culture
- Making appropriate requests of administrative assistants
- Guidance on resolving conflicts
- Settling into the Northampton area

Teaching
- Preparing syllabi, lectures, lesson plans, and assignments, including seeking samples and resources from colleagues who have previously taught courses
- Interpreting course feedback data
- Classroom challenges
- Requesting coverage during travel and guidelines for cancelling classes
- Special studies—departmental practices and expectations
- Major/minor and liberal arts advising
- Hiring graders and tutors
- Appropriate relations and communications with students—mentors should help model proper boundaries

Scholarship
- Establishing a research program—identifying current and future projects, balance between publishing articles and books, determining amount of research/experimental work needed prior to writing article
- The Moneybook and internal funding opportunities, including timing of Picker fellowship
- Field-specific grant opportunities, funding agencies, and grant-writing
- Deciding how many conferences to attend
- Finding collaborators
- Research with students—choosing an appropriate number of students to work with and managing student requests, managing student work, setting-up experienced students as mentors for newer students
- Setting-up and maintaining a lab
- Publishing a book manuscript or series of articles—revision process and publishing industry
- Joining writing support groups and finding readers

Service
- Choosing paths through service opportunities
- Strategies for departmental service—identifying opportunities with appropriate time-commitments for tenure-track faculty
- Pros and cons of service beyond the department pre-tenure

College Resources
- Jacobson Center for Writing Teaching and Learning: resources and services to improve students' teaching and learning, as well as writing workshop and classroom consultation for faculty
- The Sherrerd Center for Teaching and Learning: teaching development opportunities, resources, and mentoring for new faculty and continuing faculty
- Spinelli Center for Quantitative Learning: tutoring, workshops, and class study sessions for students doing quantitative work
- Class Deans Office
- The Office of the Registrar: responsible for course registration, classroom scheduling, transcripts, transfer credit, certification of enrollments, issuing diplomas and producing the schedule of classes
- Junior Faculty in Science and Engineering: a peer group that meets regularly to discuss concerns, provide support, and help junior STEM faculty navigate Smith culture
- National Center for Faculty Development & Diversity: Smith has institutional membership and finances junior faculty's participation in NCFDD Faculty Success Program

Discipline-Specific Resources
Departments are encouraged to create and maintain lists of external resources to discuss regularly.

Recommended Reading
- "Teaching Trap" by Kerry Ann Rockquemore
- *The Black Academic's Guide to Winning Tenure—Without Losing Your Soul* by Kerry Ann Rockquemore
- *Advice for New Faculty Members* by Robert Boice
- *Good Practice in Tenure Evaluation: Advice for Tenured Faculty, Department Chairs, and Academic Administrators*. A Joint Project of The American Council on Education, The American Association of University Professors, and United Educators Insurance Risk Retention Group