Faculty Senate Council
November 11, 2014 @ 11:00 a.m.
Minutes

Present: Don Ulin, Matt Kropf, Kim Bailey, Steve Hardin, Marietta Frank, Ernie Kallenbach, Kira Leck, David Merwine, John Slimick, and Tim Ziaukas

Items of Business:

Approval of Minutes: A motion to approve minutes from the October 28, 2014 Faculty Senate Council meeting was made by David Merwine. Matt Kropf seconded the motion. The minutes passed unanimously.

Next Faculty Senate Council Meeting: November 25, 2014 in the Academic Dean’s Conference Room at 11:00 a.m.

Next Full Faculty Senate Meeting: January 29, 2015 in the University Room at 11:30 a.m.

Faculty Mentoring: New faculty members voiced the need for a faculty mentoring system at Pitt-Bradford. A mentoring system is in place, and last semester, the Faculty Welfare Committee constructed a document that answered questions about the current mentoring process (see Addendum A). Basically, Division Chairs are responsible to mentor new faculty through the tenure process and peer-mentors are appointed by the Dean of Academic Affairs based on interest.

Suggestions were made to develop a handbook and a formal mentoring process that might include funding for peer mentoring meetings. Academic freedom was brought into the discussion, along with brown bag lunches to enhance teaching skills. It was also revealed that a University of Pittsburgh Faculty Handbook already exists. However, some members felt the handbook was not clear enough to be used as a mentoring guide. The discussion continued and it was agreed upon that polling recent hires to discover what new people want or need to know might be helpful, especially pertaining to formal and personal mentoring. A motion was made by John Slimick and seconded by Tim Ziaukas to have Faculty Welfare poll recent hires on their experiences as new faculty members and construct a faculty mentoring process. Ulin will forward this information to the Faculty Welfare Committee.

International Travel Procedures: If faculty members are traveling internationally on university business or on grant money, they are required to follow certain guidelines. Here are the guidelines: http://www.provost.pitt.edu/documents/travel_registry_guidelines.pdf. Steven Hardin will also be distributing an email. There are specific processes that must be followed by those who will travel to or who have recently returned from regions affected by the Ebola disease. Detailed instructions for international travel and the link for the Travel Registry can be found on My Pitt < https://my.pitt.edu/ > under My Resources→Travel Registry.

List of Faculty Senate Priorities: Council continued to go through the list of Faculty Senate priorities to determine this year’s Faculty Senate Council focus. Faculty would like more transparency in donor scholarships. Currently, the Financial Aid Office handles all donor scholarships; faculty members have no involvement or say in the process or the recipients. A motion was made by John Slimick to invite Melissa Ibanez to talk about the scholarship process
to see how faculty might contribute to the process. Matt Kropf seconded the motion. The motion passed.

James Salvo, Chair of the Health & Safety Committee and Anna Lemnitzer, Chair of the Student Affairs Committee will pull their committees together to look into developing a full tobacco policy on campus.

Matt Kropf, who heads the Sustainability Committee on campus inquired on how to become involved in the Facilities Planning Process so that the next building or lab built on campus can be LEED certified. Hardin recommended gaining support from the Faculty and from the Sustainability Committee as a start, then talking with Livingston Alexander. Kropf made a motion to support that the next building on campus be LEED certified. John Slimick seconded the motion. The motion passed unanimously.

A motion was made by Tim Ziaukas to adjourn. Steve Hardin seconded the motion. The motion carried and the meeting adjourned at 12:10 p.m.
Faculty Mentoring FAQ's
(Reponses provided by Dr. Steve Hardin - January 29, 2014)

Q- What does faculty mentoring mean?
A- There are two sets of expectations:
  - New faculty will be successful at Pitt-Bradford in regards to following
    - Excellent teaching
    - Engage in scholarship and professional development
    - University service
  - New faculty will become a member of university-wide learning community

Q- What is the role of the mentor?
A- To assist new faculty to achieve following at Pitt-Bradford:
  - Excellent teaching
  - Engage in scholarship and professional development
  - University services

Q- Why was faculty mentoring abandoned in the past?
A- The faculty mentoring was always in place. However based on the interest of faculty and peer-mentor, it has not been consistent.

Q- Who assigns new faculty a mentor?
A- The Dean of Academic Affairs of the University of Pittsburgh at Bradford. Division Chairs and Peer-mentors are appointed by the dean to help new faculty achieve stated tasks to become a member of University-wide learning community.

Q- Should someone from math be assigned to someone in sociology or is it better to stay within their own division?
A- In the past, peer-mentors were chosen based on the good mentoring ability, rather than relying on inter or intra department/division necessity.

Q- What guidelines are needed?
A- There is not a clear set of “guidelines” in terms of what is expected or how service will be offered? However, there are two sets of expectations described above which are the basic guidelines to mentor new faculty.

Q- What elements of mentoring should take place and by whom?
A- Based on the two sets of expectations, (New faculty will be successful at Pitt-Bradford and new faculty will become a member of university-wide learning community) the Dean suggest a one-on-one approach to help faculty in mentoring. The Dean’s office also invites new faculty with (5 years or less) to an annual meeting to assess the mentoring process and offer advice as needed.
Q- What if a new faculty member doesn’t want a mentor? (i.e. more experienced faculty)
A- It would depend on the faculty member. Even though we have a system and mentoring process in place, new faculty are free to choose the level of mentoring they desire.

Q- What is included in the new faculty orientation?
A- Please refer to the document “New faculty orientation” provided to the council from the Dean’s office.

Q- Is the faculty member presented with the Tenure Document?
A- Yes

Q- Is there a checklist?
A- No

Q- Are new faculty members getting enough help and guidance?
A- That depends on the following criteria:
  • New faculty member and mentor professional relationship.
  • New faculty’s initiative to seek for assistance towards their academic and professional development.

There is no data available on this topic; however, the Dean intends to document the level of assistance peer-mentors/ chairs has provided to new faculty using a set of questions via online surveys.

Q- How do we institutionalize the development of teaching?
A - Division chairs evaluate the teaching and help mentor faculty in teaching.
  • Provide opportunities by organizing teaching webinars.
  • Encourage new faculty to attend teaching conferences/ workshops etc.
  • Provide academic technology help to faculty with online teaching.