

## Mentoring Program for New Faculty Members

**Newly appointed assistant clinical professors, assistant professors of practice, collegiate assistant professors, University Libraries professional assistant professors, and tenure-track assistant professors**

**There are two opportunities to submit your proposal: December 1, 2016 and March 1, 2017.**

The Office of the Executive Vice President and Provost and the deans support and fund a mentoring program for eligible new faculty members. Each faculty member is eligible to receive up to \$1,500 to implement a project of their own design that engages at least one mentor in helping them advance their academic and professional career. Virginia Tech supports a "mentoring network" approach, in which faculty members form relationships with multiple mentors, including faculty inside and outside their departments or faculty members from other institutions. Mentoring relationships are professional in nature and are sustained over time to further advance the faculty member's career.

Newly appointed assistant clinical professors, assistant professors of practice, collegiate assistant professors, University Libraries professional assistant professors, and tenure-track assistant professors are invited to design and submit a proposal for their mentoring project early in their residency at Virginia Tech. Specifically, proposals must be submitted electronically within the first two semesters. For faculty members in veterinary medicine, the proposal must be submitted within the first two years of residency in the college. The project should represent a career development opportunity that may otherwise not be possible without this funding. For the purposes of this program, mentoring includes a wide variety of career development experiences. To assist in the development of their mentoring projects, new faculty members will be invited to an information session conducted by the provost's office. The information session will provide ideas from successful mentoring projects and give participants an opportunity to discuss projects with other new and senior faculty members. New faculty members and department heads may also consult at any time with Rachel Gabriele, Project Director, in the provost's office ([rachelvg@vt.edu](mailto:rachelvg@vt.edu)).

To guide in the development of the mentoring project proposal, below are examples of previously supported mentoring activities:

- Off-campus meetings to visit a mentoring partner to learn or discuss a new research or teaching method;
- Coaching services to improve editing, writing, productivity, and/or time management skills;
- Travel expenses to co-present with a mentoring partner (or partners), and/or meet new or existing mentoring partners at a professional conference;
- Modest honoraria to bring a recognized scholar and/or teacher in your field to Virginia Tech for a departmental or interdisciplinary event, such as a seminar or workshop.

Funds may not be used for salary, hardware, software, equipment, and/or capital improvements. All expenditures must be in accordance with Virginia Tech policies and procedures.

Mentoring project proposals should use the appropriate form, be submitted electronically, and include:

- Clear description of the proposed activities, including timeframe and budget
- Specific goals for the proposed activities
- Explain how the project goals support the faculty member's career development.

Four semesters after completion of the mentoring activities, faculty members will be asked to submit (electronically) a brief report on the success of the mentoring project. In addition, the faculty member may be asked to participate in a workshop or an evaluation activity to improve the program. The intent is for the mentoring project to be one aspect of a comprehensive mentoring program that is sustained across the pre-tenure or pre-promotion years.

Questions? Contact Rachel Gabriele at (540) 231-4508, [rachelvg@vt.edu](mailto:rachelvg@vt.edu), or email [facultymentoring@vt.edu](mailto:facultymentoring@vt.edu).

*Invent the Future*

**Mentoring Project Proposal Form**

Please submit your proposal electronically via email to [facultymentoring@vt.edu](mailto:facultymentoring@vt.edu).

**There are two opportunities to submit your proposal: December 1, 2016 and March 1, 2017.**

Name	
Department	
Primary School/College	
Additional College and/or Institute Appointments	
Campus Mailing Address	
Email Address	
Phone Number	
Department Head Name	
Department Head Signature	
Department Head Email Address	

1. Please give a brief description of your mentoring project and how it contributes to an overall mentoring program. (No more than 2 pages.)
2. Name or describe the mentor or mentors with whom you plan to interact.
3. What are your goals for this project?
4. How will this project support your academic and professional career development?
5. Detailed Budget (examples below):
  - Honoraria
  - Travel (airfare, mileage, etc.)
  - Hotel/lodging
  - Per diem/Meals (# of days, nights, etc.)
  - Registration

You may enter your proposal on the following two pages, or if you prefer, you may submit a separate Word document.

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