

Early Career Faculty Mentoring Program
Horn Point Laboratory (HPL)
November 15, 2017

Objective: Provide mentoring for early career faculty to facilitate career development, enhance efficient use of their time, and promote research and teaching productivity.

Program components:

1. **Orientation with HPL Operations.** A series of meetings with new faculty members and staff in the Business Office, IT, Development, and Maintenance departments will be held within the first few weeks, coordinated by a staff member in the business office. The objective is for the new faculty member(s) to meet each person at their desk so that the staff member can explain their role at the lab, how they can help the new faculty member, and show them where to go for important forms or information. In addition, a tour of the lab with Head of Maintenance will be scheduled so that new faculty can see the facilities, meet Maintenance staff, and learn about the work order/requisition process. Ideally these meetings will be dispersed over a few days as to not inundate new faculty with a barrage of information.
2. **Peer Mentoring.** Peer mentoring will provide early career faculty with access to shared information and effective means to fill knowledge gaps.
 - a. **Peer Mentoring Group.** Once a month, early career faculty will meet together at a time and location of their choosing, and invite HPL faculty or staff to their meetings if they would like (e.g., inviting senior faculty to talk about research ideas and/or proposal writing tips).
 - b. **UMCES-wide Peer Mentoring Meeting.** HPL will support early career faculty to participate in an UMCES-wide Peer Mentoring Meeting. The topic of the meeting, as well as invited speakers/activities, will be decided upon by the early career faculty.
3. **UMCES-wide MEES faculty orientation handbook.** TBD (web page with orientation information in development)
4. **Faculty Mentoring.**
 - a. **Faculty Mentoring Committee.** Formal mentoring meetings will facilitate career development. Working with the lab director, early career faculty members will identify 1 to 3 mid-to-late career faculty members to serve on their mentoring committee. The committee will meet together in the first few months after starting at HPL, then annually thereafter at the discretion of the committee. The first meeting could focus on networking, understanding organizations in Chesapeake region and scientific societies, and enhancing early career faculty connections. At subsequent meetings, faculty mentors could provide feedback on early career faculty member's CV, manuscripts, proposals, offer perspectives on general career development, provide advice on how to find sponsors and co-PIs, discuss reviews of proposals/manuscripts, and make suggestions about talks/presentations and tips on interacting with public/managers, etc.
 - b. **Sponsorship.** HPL recognizes the important role of sponsorship in learning and succeeding at grantsmanship. Early career faculty will consider leading proposal with mid-to-late career faculty, and mid-to-late career faculty will look to support early career faculty by participating as co-PIs on proposals.

- c. *Introduction to the Education Committee.* The Chair of the Education Committee will meet with the early career faculty member to explain the process for requesting HPL Assistantships, Teaching Assistantships (TAs), and student travel, recruiting, and bridge funds.
5. **Research Orientation Seminars:** To promote collaboration, and to aid new faculty and students in identifying faculty with shared interests, a 'lightning talks' seminar will be held at least once a year. Faculty will be asked (but not required) to present a short 3 minute talk on a new research concept, a broad overview of their research program, a summary of current projects, a call for collaboration, or something else of their choice.
6. **Director Reviews and Lunches.**
 - a. *Reviews.* Formal annual reviews with the Director are an important time to receive career advice and feedback on their progress toward promotion.
 - b. *Lunches.* One to two times per year, the Director will take early career faculty out to lunch for informal discussion and Q&A about career development and promotion.