



# FACULTY MENTORSHIP CERTIFICATION PROGRAM (FMCP) COHORT II

## NEW FACULTY ORIENTATION AND MENTORING TRAINING

DEANSHIP OF ACADEMIC DEVELOPMENT

NOVEMBER 2017



# Training Program



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## FACULTY MENTORSHIP CERTIFICATION PROGRAM (FMCP)

COHORT TWO 2017-18 (1438-39)

### CONTACT INFORMATION

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### INTRODUCTION

The Faculty Mentorship Certification Program (FMCP) is a comprehensive program welcoming and orienting new faculty members into the IAU academic community. The program, which began in May 2016, is designed to introduce new faculty members from all academic domains to IAU rules and regulations and equip them through workshops and mentoring with the necessary tools to become successful academicians.

### RATIONALE FOR PROGRAM CONTINUATION

Based on the benchmarking of several universities (6 international; 3 national) for the first Cohort of FMCP and the positive feedback of the original participants, the program supports the university's important values of excellence, transparency and loyalty as the new faculty member is immediately exposed to available services, rights, expectations, and responsibilities. Creating such collegial culture and environment from the onset will also promote faculty member promotion, retention and loyalty.

### VISION

A distinguished mentoring program that supports faculty to realize his/her potential as an educator, researcher and innovator.

### MISSION

Providing IAU faculty with the necessary tools to facilitate navigation towards university excellence.



### PROGRAM PARTNERS AND STAKEHOLDERS

The program partners were determined in the first round as the 17 essential Departments and Deanships that run the major functions of the University. Mentors, mentees (new faculty members), Deanships, colleges, and departments of the University are the major stakeholders in the FMCP. The Deanship of Academic Development is the main administrator of the program.

### PARTICIPATING CENTERS, DEPARTMENTS AND DEANSHIPS (IN ALPHABETICAL ORDERS)

1. Academic Leadership Center
2. Counseling and Advising Center
3. Deanship of Academic Development
4. Deanship of Admissions and Registration
5. Deanship of Community Service and Sustainable Development
6. Deanship of E-Learning and Distance Learning
7. Deanship of Faculty and Personnel Affairs
8. Deanship of Information and Communication Technology
9. Deanship of Library Affairs
10. Deanship of Quality and Academic Accreditation
11. Deanship of Scientific Research
12. Deanship of Student Affairs
13. Directorate for Public Relations and Media
14. Institute for Research and Medical Consultations (IRMC)
15. King Fahd University Hospital
16. Patent and Technology Transfer Office (PTTO)
17. Scientific Council

### TARGET PARTICIPANTS

Target participants are new faculty members, defined as those academic members newly hired by IAU or those who have returned from the scholarship program, and are within their three years of academic service. A faculty member in his/her second year is eligible to participate if nominated by the Dean of the relevant college or deanship.



### OVERALL FMCP OUTCOMES

The overall goal of the FMCP is to promote the culture of mentoring at IAU. In addition, newly-appointed faculty members who take place in this program will be able to

1. Become familiar with IAU overall, the university's vision, mission, values, goals and the major development programs, projects, and services available.
2. Participate and communicate in a positive environment that assists the faculty members in their adjustment, both practically and psychologically, to IAU.
3. Examine the concept of what it means to be a faculty member at IAU inclusive of key characteristics and values, rights and performance responsibilities, and accountability as a faculty member.
4. Recognize the available professional development and service programs at the university and the importance and requirements of having an active role in professional development and university/community service.
5. Become aware of scientific research programs, including requirements (required KPIs), and sources of academic information available, electronic and otherwise, to contribute to the intellectual knowledge of the university community.
6. Understand the role and process of implementing IAU regulations that govern undergraduate and graduate education including accreditation and institutional ranking.
7. Develop the necessary skills and the ability to design and manage the overall educational process in the areas of teaching and learning, research and innovation, leadership, and service.
8. Apply the concept of mentoring, including the responsibilities, roles and rights of being a mentor or mentee at IAU during the training programs and within the colleges/departments.

### MENTORING AREAS

Based on the recommendations from stakeholders, requirements of the University, and feasibility, four mentoring areas are proposed as follows:

#### **Teaching and Learning, Research and Innovation, Service, and Leadership**

Each new faculty member will be mentored in two or more areas. Each mentor will support the new faculty member in at least one of four areas.



**FMCP MAIN PHASES**



Phase	Content	Duration
<b>I</b> <b>For Mentors</b>	Mentor Training Session –with the aim for mentors to understand the concepts of mentoring; identify the important and positive characteristics, role and responsibilities of a mentor; and be able to apply those characteristics in the mentoring process.	2 days <b>Completed</b>
<b>II</b> <b>For Mentees</b>	Information, awareness, and background about the university and introduction to all of the major Deanships and Departments	2 days <b>In Progress</b>
	More in-depth workshops to support the knowledge and skills in teaching, research, and quality assurance.	2 days <b>In Progress</b>
<b>III</b> <b>Both</b>	Mentor-Mentee Meeting Session – <i>The Initial Introduction Meeting, Mentor-Mentee Partnership Agreement, Mentee Action Plan</i> take place.	1 day <b>TBD</b>
<b>IV</b> <b>Both</b>	Mentoring in the Colleges.  Mentor/Mentee Relationship: new faculty members will continue in their colleges with their chosen mentors based on their goals, progress meetings, and KPIs.	Throughout the next 4 months after Phases I, II and III are complete. <b>TBD</b>

**Certification.** Upon completion of all three phases, mentors and mentees will meet with program administrators to provide final feedback and evaluation and receive Certification for their service.



## NEW FACULTY ORIENTATION AND MENTORING TRAINING

### PHASE II: MENTEE (NEW FACULTY MEMBERS) ORIENTATION AND TRAINING

Time	Duration	Department/ Deanship	Suggested Topics*	Presenter(s) & Contact info.
<p><b>DAY 1:</b> Informational Session providing an introduction to each University Department/Deanship that includes the following—each Department should provide three Pieces of Information</p> <ol style="list-style-type: none"> <li>Who they are and what they do;</li> <li>Services they can provide new faculty members and how to find those services; and</li> </ol> <p>A handout that includes: contact information –phone numbers, e-mails, and web pages– key information, and helpful resources as a handout –to be kept by the participants (e.g., written regulations).</p>				
08:00 – 08:30	30 mins	Deanship of Academic Development	Registration	
08:30 – 09:15	45 mins	Deanship of Academic Development	<p>Welcome to FMCP—overview of program (vision, mission, goals, schedule and layout of program, important info)</p> <ol style="list-style-type: none"> <li>Introduction to the University, Vision, Mission &amp; Values</li> <li>Discussion of the major development projects at the University</li> <li>Characteristics and values of excellent faculty members at IAU</li> <li>Tips and advice for new faculty members.</li> </ol>	
09:15 – 10:00	45 mins	Deanship of Faculty and Personnel Affairs	<ol style="list-style-type: none"> <li>Services available</li> <li>Rights and responsibilities of faculty members</li> <li>KPI (Key Performance Indicators) for faculty members at college/department/personal</li> <li>Accountability of faculty members.</li> </ol>	
10:00 – 10:15	15 mins	<i>Break</i>		
10:15 – 11:00	45 mins	Deanship of Community Service and Sustainable Development	Community service engagement and sustainable development projects at the university including services and awards.	
11:00 – 11:45	45 mins	Deanship of E-Learning and Distance Education	Services available, introduction and workshops available from E-Learning.	
11:45 – 12:15	30 mins	<i>Prayer</i>		
12:15 – 01:00	45 mins	Deanship of Library Affairs	Research and education resources; Library and electronic resources and services	
01:00 – 01:45	45 mins	Institute for Research & Medical Consultations (IRMC)	Services available at IRMC	
01:45 – 02:30	45 mins	Patent & Technology Transfer Office (PTTO)	Services available at PTTO	
<b>End of Day 1</b>				



PHASE II (CONT.)

Time	Duration	Department/ Deanship	Suggested Topics*	Presenter(s) & Contact info.
<p><b>DAY 2:</b> Informational Session providing an introduction to each University Department/Deanship that includes the following—each Department should provide three Pieces of Information</p> <ol style="list-style-type: none"> <li>1. Who they are and what they do;</li> <li>2. Services they can provide new faculty members and how to find those services; and</li> </ol> <p>A handout that includes: contact information –phone numbers, e-mails, and web pages– key information, and helpful resources as a handout –to be kept by the participants (e.g., written regulations).</p>				
08:00 – 08:30	30 mins		Pre-session	
08:30 – 09:15	45 mins	Publishing Center	Services available at Publishing Center	
09:15 – 10:00	45 mins	King Fahd University Hospital	Healthcare services available	
10:00 – 10:15	15 mins	<i>Break</i>		
10:15 – 11:00	45 mins	Deanship of Information and Communication Technology	Communication and Information Technology services	
11:00 – 11:45	45 mins	Public Relations	Services available to new faculty members	
11:45 – 12:15	30 mins	<i>Prayer</i>		
12:15 – 01:00	45 mins	Deanship of Student Affairs	Student activities available	
01:00 – 01:45	45 mins	Counseling and Advising Center	The role of faculty members in academic advising Counseling services available to students	
01:45 – 02:30	45 mins	Deanship of Admissions and Registration	Admission and Registration information services concerning faculty members	
<b>End of Day 2</b>				





PHASE II (CONT.)

Time	Duration	Department/ Deanship	Suggested Topics*	Presenter(s) & Contact info.
<b>DAY 3:</b> Educational Training of specialized and mandatory workshops lasting over days 2&3 aimed at developing university skills for all new faculty members.				
08:00 – 08:30	30 mins		Pre-session	
08:30 – 09:00	30 mins	Academic Leadership Center	Services available and role of the ALC	
09:00 – 10:00	60 mins	Deanship of Academic Development	Preparing to be a Mentee: <ul style="list-style-type: none"> <li>• Mentoring Concept</li> <li>• Relevant definitions</li> <li>• Qualities and characteristics of a mentee</li> <li>• Rights, roles, and responsibilities of a mentee</li> </ul>	
10:00 – 10:15	15 mins	<i>Break</i>		
10:15 – 11:45	90 mins	Deanship of Academic Development	Essential skills for the teaching and learning process: <ol style="list-style-type: none"> <li>1. Intro to the role of faculty and higher education                             <ol style="list-style-type: none"> <li>a. National Quality Framework</li> <li>b. 21<sup>st</sup> Century Skills</li> </ol> </li> <li>2. Basic course construction and design                             <ol style="list-style-type: none"> <li>a. Curriculum Alignment</li> <li>b. Teaching and Learning Strategies</li> </ol> </li> <li>3. Assessment:                             <ol style="list-style-type: none"> <li>a. Formative</li> <li>b. Summative</li> </ol> </li> </ol>	
11:45 – 12:15	30 mins	<i>Prayer</i>		
12:15 – 01:00	45 mins	Deanship of Academic Development	Micro-teaching preparation—a culmination of the skills gained. <ol style="list-style-type: none"> <li>1. Introduction to micro teaching</li> <li>2. Micro teaching defined and process explained</li> </ol>	
01:00 – 02:30	90 mins	Deanship of Academic Development	Micro-teaching (Cont.) – Assignment explained and given to participants. Microteaching panel.	
<b>End of Day 3</b>				



PHASE II (CONT.)

Time	Duration	Department/ Deanship	Suggested Topics*	Presenter(s) & Contact info.	
<b>DAY 4:</b> Educational Training of specialized and mandatory workshops lasting over days 2&3 aimed at developing university skills for all new faculty members.					
08:00 – 08:30	30 mins		Pre-session		
08:30 – 10:00	90 mins	Deanship of Quality and Academic Accreditation	Intro to DQAA and NCAAA Requirements 1. National Qualifications Framework 2. NCAAA specifications 3. Domains for Learning Outcomes 4. University Ranking 5. Course File as required by NCAAA specifications 6. Student Evaluations of Instructors summary and discussion—strengths and areas for improvement		
10:00 – 10:15	15 mins	<i>Break</i>			
10:15 – 11:45	90 mins	Deanship of Scientific Research,  Scientific Council	1. Intro to DSR, Scientific research, guidelines, and awards at the university research centers and institutes: Becker Institute for Professional English Teaching 2. NCAAA Requirements 3. Strategic Planning 4. Scientific Publishing 5. Innovation & Patent Acquisition 6. Promotion Requirements 7. Converis		
11:45 – 12:15	30 mins	<i>Prayer</i>			
12:15 – 01:15	60 mins	Deanship of E-Learning and Distance Education	Navigating and using Blackboard, or another workshop related to E-Learning		
01:15 – 02:15	60 mins	Deanship of Academic Development	- Closure - Mentor Database—Choose Your Mentor (Preparation for Phase III)		
<b>End of Mentor Training Session</b>					

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