VISION 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

جامعة الإمام عبدالرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY
Deanship of Academic Development

FACULTY MENTORSHIP CERTIFICATION PROGRAM (FMCP)

MENTOR TRAINING SESSION COHORT II

DEANSHIP OF ACADEMIC DEVELOPMENT   **NOVEMBER 2017**

Training Program

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FACULTY MENTORSHIP CERTIFICATION PROGRAM (FMCP) | Cohort Two 2017-2018

FMCP STAGES

Mentors Session > Mentees Session > Mentors + Mentees Session > Mentorship Journey

You are here!

PHASE I: MENTORS TRAINING SESSION

Time	Duration	Topic
DAY 1: *November 1, 2017*		
08:00 – 08:30	30 mins	Registration
Getting Started!		
08:30 – 10:30	120 mins	Welcoming and Introduction
		Overview of the FMCP
		What is Mentorship?
		Mentoring vs. Coaching
		Purpose of Mentoring
		Benefits of Mentoring
10:30 – 10:45	15 mins	*Break*
Preparing to be a Mentor		
10:45 – 12:00	75 mins	Skills Required by Mentors
		Roles and Responsibilities
		Mentoring Models
		Mentoring Styles
		Challenges of Being a Mentor/How to Deal with Mentees
12:00 – 12:30	30 mins	*Prayer*
Succeeding in being a Mentor		
12:30 – 02:00	90 mins	Characteristics of a Successful Mentor
		Mentor Traits Assessment
		Practices of Effective Mentors
		Stages in Mentorship

Time	Duration	Topic
DAY 2: *November 2, 2017*		
Mentoring at IAU		
08:30 – 10:30	120 mins	Procedures to Becoming a Mentor at IAU
		Areas of Mentoring at IAU—Overview and Goals
		▪ Teaching and Learning
		▪ Research and innovation
		▪ Leadership
		▪ Service
		What is Expected of Me as a Mentor at IAU?
		Procedures of the "Actual Mentorship" at IAU
10:30 – 10:45	15 mins	*Break*
Working with Mentees at IAU		
10:45 – 12:00	75 mins	Mentorship Planning for your Mentee
		Schedule of Meetings for First Semester and Corresponding materials
		Mentor/Mentee Agreement
		Closure Processes
12:00 – 12:30	30 mins	*Prayer*
Mentors Talk		
12:30 – 02:00	90 mins	Case Studies
		Mentoring Simulation
		Reviewing the Mentoring Relationship
		How to Let Go – When and How to Dissolve the Relationship
		Discussion of what's next
		Closure Preparation
End of Mentor Training Session		

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 (89% approval rate overall), 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.

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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.

MENTOR TRAINING SUB-PROGRAM OUTCOMES

By the end of this 2-day session, participants will be able to

- Define mentoring, mentor, mentee and key terms in the process;

- Discuss the purpose of mentoring;

- Recognize the four predictable phases in the mentoring cycle and the key components of each phase;

- Understand the roles, responsibilities and challenges faced by mentors;

- Identify the benefits of mentoring for the mentors, mentees and IAU;

- Identify the positive characteristics, role and responsibilities of a successful mentor

- Apply the characteristics of a successful mentor into the mentoring process; and

- Apply the procedures and processes of mentoring at IAU in at least one of the three areas of mentoring in the colleges.

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WHAT IS YOUR AREA?

Please consider your areas and what you would consider extremely important for each mentee to 'walk away with' after one semester of strong mentoring in your area.
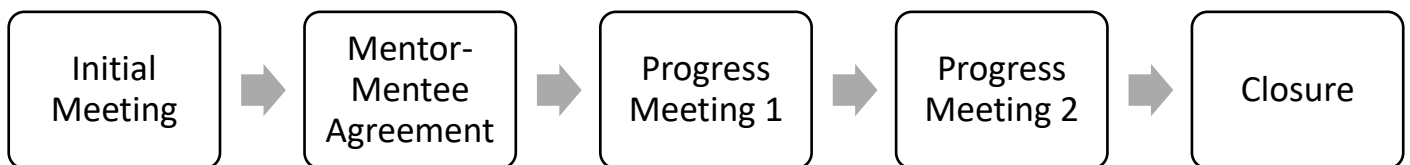
- **Teaching and Learning**

- **Research and Innovation**

- **Leadership**

- **Service**

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MENTORING PROCESS WITHIN THE FMCP

| Initial Meeting | → | Mentor-Mentee Agreement | → | Progress Meeting 1 | → | Progress Meeting 2 | → | Closure |

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