CSU PRE-Professor Program (PREPP)
Mentor Application Information and Instructions

a partnership between CSU campuses and the CSU Chancellor’s Doctoral Incentive Program (CDIP) and select University of California Campuses

CSU PREPP is designed to support doctoral students and postdoctoral scholars across a wide range of fields transition to a faculty position by engaging them in a virtual, quarter-long program at a California State University campus. PREPP will help Fellows understand the life of a faculty member at a comprehensive university. PREPP is also one way of supporting CSU’s efforts to foster a pipeline of diverse prospective new faculty. Fellows will receive individual mentorship from an experienced CSU Faculty Mentor in two broad categories: Instruction and Understanding the Campus Culture and Service.

Our campus is one of several CSU campuses starting this project during the 2023-2024 academic year. Our involvement includes selecting a Campus Liaison who will work with the other CSU campuses and oversee the program (Dr. Julie Bettergarcia) and a Campus Mentor who will work directly with the CSU PREPP Fellows. The required qualifications for the faculty mentor are listed below. Mentors will receive 4 WTUs for Winter 2024 and 4 WTUs for Spring 2024 (8 WTUs total). Winter 2024 includes training and revising curriculum for the program, and Spring 2024 includes work with the Fellows.

**Faculty Mentor Qualifications:**

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<th>Required</th>
<th>Desired:</th>
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<td>➢ Tenured Associate Professor or Professor</td>
<td>➢ Experience with Instructionally Related Activities</td>
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<td>➢ Strong record of accomplishment in Instruction</td>
<td>➢ Participation in professional learning activities associated with teaching</td>
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<td>➢ Strong interpersonal skills</td>
<td>➢ Experience mentoring peers (not just students)</td>
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<td>➢ Commitment to the mission of CSU/Cal Poly and diversity</td>
<td>➢ Experience chairing college or university-level committees</td>
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<td>➢ Understanding of curriculum development and the review process</td>
<td>➢ Is a former CDIP recipient, has served as a CDIP mentor, or has knowledge of the CDIP program</td>
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<td>➢ College and university-level service</td>
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<td>➢ Understanding of service opportunities and expectations for faculty</td>
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**Faculty Mentor Duties**

- Participate in PREPP training
- Serve as point of contact between PREPP Fellow(s) and your campus
- Oversee the program
  - Recruit *Course Instructors* who are willing to allow PREPP Fellows to observe their classes
  - Recruit and collaborate with *Teaching Instructor* who will allow PREPP Fellows to teach a class (1-2 *Teaching Instructors* per PREPP Fellow)
    - Help PREPP Fellow prepare class (if needed)
    - With the *Teaching Instructor*, provide feedback to PREPP Fellow to allow for revisions to the class lesson plan
    - Observe PREPP Fellow teach the class
    - Provide feedback (along with the *Teaching Instructor*) after the class
Recruit Lab Mentors who will allow PREPP Fellows to observe Lab and Lab Mentor/student meetings, if appropriate for the PREPP Fellow’s field. Debrief after the meeting to discuss mentoring.

Reach out to Department Chairs, provide an overview of the program and program goals, set up a meeting with PREPP Fellow and Chair

Develop and share resources about:
- Shared Governance
- Curriculum development and review process
- Syllabus creation
- Instructional support services on campus
- Retention, Tenure, and Promotion expectations
- Writing cover letters and teaching statements

Mentor a cohort of up to 3 Fellows

**Faculty Mentor Nomination & Selection Process**

Nomination Process (open call for faculty in Fall 2023 for Winter 2024 training/Spring 2024 program).

Application Process – send the following documentation to Dr. Julie A Bettergarcia (jgarci31@calpoly.edu)

- Letter of interest noting qualifications for the position, specifically referencing both required and desired qualities
- An abbreviated CV (max 5 pages) highlighting mentoring experience, professional development experiences, and activities related to this position
- Chair Acknowledgement Form (below & attached) indicating applicant availability for 2023-2024 involvement and acknowledgment by their chair indicating that they can take on the responsibilities associated with this role (8 WTU assigned time).

Selection Process – Applications will be reviewed by the Campus Liaison, Dr. Julie Bettergarcia, and three other committee members with the Provost approving the final decision.

Applications for PREPP Faculty Mentors are due **Thursday, September 28, 2023 by 10am.**
2023-2024 PREPP Faculty Mentor Application
Chair Acknowledgement Form

Name of Applicant:

Applicant Position: □ Associate Professor □ Professor

College: □ CAFES □ CAED □ OCOB □ CENG □ CLA □ BCSM

Department:

*If selected, this faculty member will be training and developing PREPP materials in Winter 2024 and working as a mentor in Spring 2024.*

The faculty member listed above is applying to serve as a mentor for CSU PREPP. If selected, they will receive 8 WTUs in Winter and Spring 2024. Your signature below indicates that you are aware of their application and that they can utilize the 8 WTUs for the two quarters listed above.

Department Chair Name    Date

Department Chair Signature __________________________

*Application due Thursday, September 28, 2023 by 10am*

Send completed application to Dr. Julie A. Bettergarcia, jgarci31@calpoly.edu, Campus Liaison.

A complete application includes a Cover letter addressing the position, CV (or abbreviated CV), and Chair Acknowledgement Form.