



**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:

Required

- Tenured Associate Professor or Professor
- Strong record of accomplishment in Instruction
- Strong interpersonal skills
- Commitment to the mission of CSU/Cal Poly and diversity
- Understanding of curriculum development and the review process
- College and university-level service
- Understanding of service opportunities and expectations for faculty

Desired:

- Experience with Instructionally Related Activities
- Participation in professional learning activities associated with teaching
- Experience mentoring peers (not just students)
- Experience chairing college or university-level committees
- Is a former CDIP recipient, has served as a CDIP mentor, or has knowledge of the CDIP program

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

[teaching may be online or in-person – Mentor and Fellow will make these decisions based on the location of the Fellow and status of courses in the Fellow's department]

- 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.