

**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 working on this project during the 2024-2025 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 2025 and 4 WTUs for Spring 2025 (8 WTUs total).

***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 Spring 2024 for mentoring work in Winter and Spring 2025).
- 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 2024-2025 involvement and acknowledgment by their chair indicating that they can take on the responsibilities associated with this role (8 WTU assigned time to be taken in AY 2024-2025).
- 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 **Friday, April 26, 2024 by 5pm.**

**2024-2025 PREPP Faculty Mentor Application  
Chair Acknowledgement Form**

Name of Applicant:

Applicant Position:  Associate Professor       Professor

College:  CAFES    CAED    OCOB    CENG    CLA    BCSM

Department:

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 2025. 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 **Friday, April 26, 2024 by 5pm***

*Send completed application to Dr. Julie A. Bettergarcia, [jgarcia31@calpoly.edu](mailto:jgarcia31@calpoly.edu), Campus Liaison.*

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