**UMBC Postdoctoral Fellows/Arts Fellows Executive Committee/Mentor/Chair and Fellow Responsibilities**

**Cohort VI (2021-2023)**

**The Executive Committee on the Recruitment, Retention, and Advancement of Underrepresented Minority Faculty Responsibilities:**

1. The Executive Committee provides partners with the Dean’s Office, Departments and Programs to ensure that our fellows are engaging in research, teaching, and professional development activities that prepare them for tenure-track positions at UMBC or elsewhere. Based on information provided in the Faculty Development Plans and/or MENTEE and MENTOR End-of-Semester plans the Executive Committee may provide feedback and recommendations to the Dean’s Office, Departments and Programs to support our fellows.

**Mentor(s) Responsibilities**

1. Meet with the Fellow
	1. Mentor(s) should have regular (preferably bi-weekly meetings) with the fellow to help them develop their research and/or creative/artistic work, teaching, and professional development.
2. Meet with the Department Chair
	1. The mentor should meet with the department chair at least once a semester to keep the chair informed about the fellow’s progress.
3. Integration of Fellow into UMBC Community
	1. Mentor(s) should include the fellow in the life of the department, (i.e., meetings, events, etc.) and encourage the fellow to participate in other campus activities (i.e., Faculty Development Center, Office of Postdoctoral Affairs, Dresher Center for Humanities, CAHSS/UMBC events).
4. Faculty Development Plan
	1. Mentors and Mentees should develop a plan ([click here for template](https://umbc.box.com/s/qsl6vw8prxfqw4n3ueulz90cvst4d9q3)) that details the fellow’s research and/or creative/artistic work, teaching, and professional development goals at the beginning of each semester.
		1. *Please note fellows teach one course per academic year. Fellows* ***may not*** *teach during the first semester of their fellowship. One of the courses taught is typically a course that already exists in the department and the second course the fellow develops in their own area of expertise as a new offering.*
	2. Chairs and Mentors should schedule an expectation-setting meeting to discuss job duties and performance expectations during Summer 2021.
	3. Please email completed plans to Autumn Reed (autumn2@umbc.edu) by the following dates:
		1. August 27, 2021
		2. January 24, 2022
		3. August 26, 2022
		4. January 27, 2023
5. UMBC Postdoctoral Fellows/Fellows for Faculty Diversity in the Arts for Faculty Diversity MENTOR Report
	1. Please use the template provided to complete and submit the [UMBC Postdoctoral Fellows for Faculty Diversity/Fellows for Diversity in the Arts MENTOR End of Semester Reports](https://umbc.box.com/s/p8ulgusl00aisb8ey7wsej3qru46dy47) to Autumn Reed (autumn2@umbc.edu) by the following dates:
		1. January 3, 2022
		2. May 27, 2022
		3. January 6, 2023
		4. June 30, 2023

**Chair Responsibilities**

1. The chair should meet once a semester with the mentor(s) to discuss the fellow’s progress.
2. The chair should meet once a semester with the mentee to discuss the fellow’s progress
3. The chair should work in concert with the mentor(s) to ensure the integration of the fellow into the UMBC community

 **Fellows Responsibilities (Mentee)**

1. General Responsibilities:
* Be in residence at UMBC (as permitted given COVID-19 campus restrictions)
* Meet regularly with your mentor(s)
* Meet once a semester with the department chair
* Submit your photo and brief biosketch to Autumn Reed (autumn2@umbc.edu) by August 30, 2021..

Focus on 1) **developing your research and/or creative/artistic work** and 2) **teaching** (work with Linda Hodges from the Center for the Advancement of Teaching and Learning to craft syllabus and related materials for teaching assignments), and 3) **professional development** through participation in departmental, college, and campus meetings, activities, and events.

1. Faculty Development Plan
	1. Mentors and Mentees should develop a plan ([click here for template](https://umbc.box.com/s/qsl6vw8prxfqw4n3ueulz90cvst4d9q3)) that details the fellow’s research and/or creative/artistic work, teaching, and professional development goals at the beginning of each semester.
	2. Chairs and Mentors should schedule an expectation-setting meeting to discuss job duties and performance expectations during Summer 2021.
	3. Please email completed plans to Autumn Reed (autumn2@umbc.edu) by the following dates:
		1. August 27, 2021
		2. January 24, 2022
		3. August 26, 2022
		4. January 27, 2023
2. UMBC Postdoctoral Fellows for Faculty Diversity/Fellows for Faculty Divesity in the Arts MENTEE Report

Please use the template provided to complete and submit the [UMBC Postdoctoral Fellows for Faculty Diversity MENTEE End of Semester Reports](https://umbc.box.com/s/0xu8aw3frf1eppou55ul2t2heglrtw2y) to Autumn Reed (autumn2@umbc.edu) by the following dates:

1. January 3, 2022
2. May 27, 2022
3. January 6, 2023
4. June 30, 2023