

AQIP Action Project October 2010

New Faculty and Staff Mentoring Plan

Timeline:

Planned project kickoff date: November 1, 2010

Target completion date: August 31, 2012

Actual completion date:

A. Give this Action Project a short title in 10 words or fewer:

First Year Mentoring for New Faculty and Staff

B. Describe this Action Project's goal in 100 words or fewer:

New faculty and staff members will be supported during the first year at Concordia with peer mentoring. Such mentoring will assist the new faculty or staff member with applying the mission, vision, and core values of the university to their particular position, navigating the required procedures, and understanding the distinct culture of Concordia. This action project will provide for one year of planning a mentoring program for faculty and staff and the first year of implementing this plan.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

AQIP Category Four, VALUING PEOPLE, explores your organization's commitment to the development of your faculty, staff, and administrators.

D. Describe briefly your institution's reasons for taking on this Action Project now—why the project and its goals are high among your current priorities.

At this time, Concordia does not have a process in place that provides for the mentoring of new faculty or staff members. The Senior Vice President for Academics and the Director of Human Resources each conduct separate orientation programs for new faculty and staff. A mentoring program is of high importance as the university works to integrate its mission, vision, and core values into its day-to-day operation and works to retain faculty and staff members.

E. List the organizational areas – institutional departments, programs, divisions, or units – most affected by or involved in this Action Project:

1. All academic departments and administration
2. All staff departments and administration
3. Human Resources Office

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

This Action Project will improve the assimilation processes for new faculty and staff members, expanding them from orientation to a full year of peer mentoring in the first year at Concordia.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

One full year will be spent investigating the needs for new faculty and staff members, researching models at similar institutions, identifying peer mentors, and planning the processes. The second year will be used for piloting the new program and collecting data from all of those involved for the purpose of improving the program in subsequent years.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

The progress of the Action Project will be compared to the timeline, in an effort to monitor the schedule. The quality of the Action Project will be monitored by the AQIP Steering Committee as needs are assessed and analyze, the plan is formulated and responses are evaluated.

I. Describe the “overall “outcome of measures of indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

New faculty and staff member as well as their peer mentors will evaluate the new program. This data will be used to improve the program after its initial year.

J. Other information:

K. Project Leader and contact person:

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