College of Education and Professional Studies

Faculty Mentoring Handbook
College of Education and Professional Studies

Faculty Mentoring Handbook

ceps.jsu.edu
Welcome to the College of Education & Professional Studies

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Faculty Mentoring Program

Introduction

The mentoring program in the College of Education & Professional Studies (CEPS) is designed to help new faculty members adjust to their new position and environment. Success of the mentoring program depends on the efforts of the department head, mentor, and mentee, each taking an active role in the process.

The Responsibility of the Department Head

The department head assigns a mentor to a new employee once he/she signs the initial contract. The department head is responsible for advising new mentees on matters pertaining to performance evaluations and promotion and tenure. In addition, the department head is to meet with mentors once per year (or as necessary) to advise them of any changes to policies and procedures.

The Responsibility of the Mentor

The mentor should contact the new mentee in advance of his/her arrival at JSU. The mentor is to then meet with the new faculty member on a regular basis for the first two years of employment. The mentor should provide advice to the new faculty member on aspects of teaching, research, and service, and be able to direct the new faculty member to appropriate resources to help them function effectively. The mentor is to maintain confidentiality with all interactions and discussions.

The most important task of a good mentor is to help the new faculty member acclimate to The CEPS and JSU. Although the role of mentor is an informal one, it poses a challenge and requires dedication and time. A good relationship with a supportive, active mentor has been shown to contribute significantly to a new faculty member’s career development and satisfaction.

Qualities of a Good Mentor

- **Accessible** The mentor regularly spends time with the mentee.
- **Credible** The mentor has a strong understanding of policies and procedures.
- **Leader** The mentor leads but does not dictate the actions of the mentee.
- **Listener** The mentor is a good listener and asks clarifying questions.
- **Openness** The mentor openly shares experiences and insights.
- **Role Model** The mentor is viewed as a positive example for others to follow.
- **Servant** The mentor has a desire to help others professionally.
- **Successful** The mentor has a record of academic success at the university.
Goals for the Mentor

Short-term goals

• Familiarization with the campus and its environment.

• Networking—introduction to colleagues, identification of other possible mentors.

• Developing awareness—help new faculty understand policies and procedures that are relevant to the new faculty member’s work.

• Helping to sort out priorities—budgeting time, balancing research, teaching, service and LiveText/Blackboard training.

Long-term goals

• Developing visibility and prominence within the profession.

• Achieving career advancement.

The Responsibility of the New Mentee

Reviewing the university policies and procedures manuals and the faculty/staff handbook is the responsibility of the new mentee. The new mentee should keep his/her mentor informed of any questions he/she has and should meet with the mentor on a regular basis.

Changing Mentors

In cases of changing commitments, incompatibility, or where the relationship is not mutually fulfilling, either the new faculty member or mentor should seek confidential advice from his/her Department Head. It is important to realize that changes can and should be made without prejudice or fault. The new faculty member, in any case, should be encouraged to seek out additional mentors as the need arises.

Information Resources

Graduate Bulletin - Graduate programs and courses descriptions  www.jsu.edu/graduate/bulletin
Undergraduate Catalogue - Undergraduate programs and courses descriptions  www.jsu.edu/catalogue
JSU Faculty Handbook - University faculty policies  www.jsu.edu/academicaffairs/fac_resources
CEPS Faculty Handbook - College faculty policies  www.jsu.edu/cepdfacultyhbk
Advisement

Advisement and Office Hours - Student advisement regarding a program of study and credit hours a student has and times faculty are in their office available to advise students, for more information contact your department head.

Responsibilities of the Advisor and the Advisee

*The quality of a student’s advising is a joint responsibility.*

Responsibilities of the Advisor:

- To be knowledgeable about program(s) in which he/she advises.
- To inform the advisee of the advisor's and the advisee's responsibilities in the academic advising process.
- To communicate to the advisee his/her degree requirements.
- To assist the advisee in developing a well-planned realistic program to facilitate choice of major and career.
- To be familiar with published academic rules and regulations of the university and to maintain an up-to-date academic advising reference file containing current program area, college, and university materials pertinent to advising.
- To assist the advisee in planning a suitable schedule of classes, at least one semester in advance and, in those schools or colleges where required, in developing an appropriate written Plan of Study.
- To establish, post, and maintain adequate office hours throughout the semester with particular emphasis given to registration.
- To maintain a file of the advisee's progress which may include the transcript, current student schedule and, where appropriate, a Plan of Study?
- To discuss with the advisee his/her academic performance and its implications.
- To refer the advisee to appropriate sources of information and services.

Responsibilities of the Advisee:

- To obtain a copy of the requirements for the chosen major and to keep it up-to-date as program requirements are modified or fulfilled.
- To be aware that final responsibility for selecting courses and meeting degree requirements is the advisee's. The advisor can suggest, recommend, and remind the student of rules and requirements, but the advisee has the primary responsibility for meeting program and degree requirements.
- To be familiar with the published academic rules and regulations of the university.
- To complete the registration process each semester.
- To inform the advisor of important changes in plans which directly affect academic performance and educational goals.
- To discuss with the advisor notice of unsatisfactory academic performance and its implications and to develop a program of action.
- Be prepared to ask questions of the advisors.
Obtaining advisee transcript:
• Go to my.jsu.edu
• Enter user name & password
• Click on BANNER FOR FACULTY & ADVISORS
• Click on STUDENT INFORMATION MENU
• Click on ADVISEE LISTING
• Scroll down to student’s name and click on view in transcript column

How to obtain transcript if student is not your advisee:
• Log into my.jsu.edu
• Click on BANNER FOR FACULTY & ADVISORS
• Click on STUDENT INFORMATION MENU
• Click on ACADEMIC TRANSCRIPT
• Enter student id #

How to check for number of available seats in a course:
• Log into my.jsu.edu
• Click on LOOK UP CLASSES
• Select the term
• Enter student or advisee ID – 000000001
• Schedule Course is the name of student will appear – click SUBMIT
• LDAP password – 111111
• Choose subject (EED, ECE, SPE, etc.)
• Enter course number
• Click on CLASS SEARCH

Registration PINS

• If there is no pin, do not send them to see the departmental secretary. The pin has been removed; the student does not need a pin to register.

• If a student is not on your advisement list, write not my advisee, please clear, on schedule & give to departmental secretary.

• A pin that is all one number such as 444444 or 555555 should NOT be given to the student. Sign the trial schedule once you approve it and then send the student with the trial schedule to the department represented by the pin.
GPA Calculation

GPA Wizard- Expected grades & grade replacement calculation

• Go to http://www.jsu.edu/gpa/

• Enter OVERALL GPA HOURS & OVERALL QUALITY POINTS (can be found on the bottom of student’s transcript)

• Enter NUMBER OF HOURS & ANTICIPATED GRADE for courses the student plans to complete to bring up GPA.

• Enter OLD GRADE & NEW GRADE for courses student plans to retake for a higher grade.

• Click on CALCULATE.

GPA Wizard - Setting a target GPA

• Go to http://www.jsu.edu/gpa/

• Click on SET A TARGET GPA

• Enter OVERALL QUALITY POINTS & OVERALL GPA HOURS ATTEMPTED

• From the drop down box choose the grade the student anticipates earning in each course.

• Enter TARGET GPA

• Click on CALCULATE

• The GPA Wizard will display the number of hours needed to obtain the target GPA.

Grade replacement - If a student makes a poor grade in a course taken at JSU, and then makes a better grade in the same course taken at JSU, the higher grade will replace the lower grade

Academic Forgiveness – Students are allowed to “wipe” one semester’s grades out in the calculation of their GPA. In order to do so the student is required to have at least a 2.0 GPA. Students are required to visit the dean’s office to complete the paperwork for academic forgiveness.

• Only allowed one time

• Discourage with General Studies

English Competency Exam - The ECE basic skills test is conducted by the JSU English Department. A link is provided on the CEPS website.

• Is NOT required before TEP admission

• Is REQUIRED before graduation
The MCIS department offers a mathematical placement exam that is required for students who do not have an American College Test (ACT) or Scholastic Aptitude Test (SAT) score available; for students whose ACT or SAT scores are more than three years old as of the beginning of the term for which the student is registering; for students whose ACT or SAT scores are not sufficient to accurately determine placement; or for students who want to improve an existing placement based on their ACT or SAT score. These students should contact the MCIS department to schedule an exam. For all other students, information regarding placement in an initial mathematics course based on ACT or SAT scores may be found below. The placement criteria are subject to change. Students will be placed based on the criteria which are current at the time of enrollment in their initial mathematics course.

### Current Entry-Level Mathematics Placement
(math sub test scores)

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Math Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or less</td>
<td>399 or less</td>
<td>LS 098</td>
</tr>
<tr>
<td>17 - 19</td>
<td>400 - 479</td>
<td>MS 100</td>
</tr>
<tr>
<td>20 - 23</td>
<td>480 - 519</td>
<td>MS 108, 110 or 112</td>
</tr>
<tr>
<td>24 - 25</td>
<td>520 - 559</td>
<td>MS 111, 113, 117, 120 or 204</td>
</tr>
<tr>
<td>26 - 27</td>
<td>560 - 589</td>
<td>MS 115</td>
</tr>
<tr>
<td>28 and above</td>
<td>590 and above</td>
<td>MS 125</td>
</tr>
</tbody>
</table>

### Effective Fall 2010 - Entry-Level Mathematics Placement
(math sub test scores)

<table>
<thead>
<tr>
<th>ACT</th>
<th>SAT</th>
<th>Math Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or less</td>
<td>399 or less</td>
<td>LS 098</td>
</tr>
<tr>
<td>17 - 19</td>
<td>400 - 479</td>
<td>MS 100</td>
</tr>
<tr>
<td>20 - 21</td>
<td>480 - 499</td>
<td>MS 108 or 110</td>
</tr>
<tr>
<td>22 - 23</td>
<td>500 - 519</td>
<td>MS 112</td>
</tr>
<tr>
<td>24 - 25</td>
<td>520 - 559</td>
<td>MS 111, 113, 117, 120 or 204</td>
</tr>
<tr>
<td>26 - 27</td>
<td>560 - 589</td>
<td>MS 115</td>
</tr>
<tr>
<td>28 and above</td>
<td>590 and above</td>
<td>MS 125</td>
</tr>
</tbody>
</table>

* * Scores for math placement must be less than three years old as of the beginning of the term for which the student is registering.

MCIS Department  
(256) 782-5269  
mcis@jsu.edu  
Placement information copied from mcis.jsu.edu 5/1/11
English Placement

All entering students who have not successfully completed or been awarded credit for EH 101 are required to submit scores from the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Placement in entry-level English will be determined by the following:

<table>
<thead>
<tr>
<th>Placement</th>
<th>ACT English Sub Test</th>
<th>SAT Verbal Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>LS 095</td>
<td>11 or below</td>
<td>270 or below</td>
</tr>
<tr>
<td>LS 095 or EH 100</td>
<td>12 - 13</td>
<td>280-340</td>
</tr>
<tr>
<td>(following advisement)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Beginning Fall 2010

<table>
<thead>
<tr>
<th>Placement</th>
<th>ACT English Sub Test</th>
<th>SAT Verbal Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>EH 100</td>
<td>14 - 17</td>
<td>350-420</td>
</tr>
<tr>
<td>EH 101</td>
<td>18 or above</td>
<td>430 or above</td>
</tr>
<tr>
<td>EH 103</td>
<td>25 or above</td>
<td>610 or above</td>
</tr>
</tbody>
</table>

Credit: 2010-2011 JSU Undergraduate Catalogue

Advisement Session Outline

First advisement session:

- Complete program checklist based on academic transcript.
- Review General Studies & Professional Studies courses needed before admission to the Teacher Education Program (TEP).
- Discuss the “Pathway to Graduation.” Also review “Responsibilities of Advisor and Advisee” handout.
- Complete/review Course Plan of Study & determine tentative graduation date.
- Student completes trial schedule based on Course Plan of Study & returns with completed schedule to receive pin number.
- Upon completion of the appointment, student should leave with a copy of the completed program checklist, program outline, academic advisor’s business card, and a copy of the completed trial schedule.

Subsequent advisement sessions:

- Update program checklist based on academic transcript.
- Review Course Plan of Study and update if needed.
- Student completes trial schedule based on Course Outline Plan and returns with completed schedule to receive PIN number.
- Upon completion of the appointment, student should leave with a copy of the completed trial schedule.
“D” and “F” Grades Dismissal Policy

1. If a student receives consecutive grades of “D” or “F” (or any combination of “D” and “F” grades) in a “professional studies” course, he (she) will be dismissed from the program regardless of his (her) grade point average (GPA). The only avenue for readmission is if the student employs the academic forgiveness policy removing one or more of the grades.

2. If a student accumulates more than three (3) grades of “D” or “F” (or any combination of “D” and “F” grades) in “professional studies” courses, he (she) is dismissed from the program regardless of his (her) grade point average (GPA). The only avenue for readmission is if the student employs the academic forgiveness policy removing one or more of the grades.

Grade Point Average (GPA) Dismissal Policy
(Teacher Education Programs)

3. Once an undergraduate student is admitted to the teacher education program, he (she) must maintain a minimum grade point average (GPA) of 2.5 “overall”, 2.5 in the “professional studies” courses, and a 2.5 in the “teaching field” courses. If at any time during the program the GPA falls below the 2.5 minimum in any of the three areas, the student will be dismissed from the program. Readmission is possible if one of the following circumstances occurs:

A. The student receives academic forgiveness; and by doing so, the GPA increases to the 2.5 level or higher.
B. If the GPA drops below 2.5 in the “teaching field” or “overall” the student may reapply to teacher education once the GPA has increased to the 2.5 level of higher.

Note: The only avenue for readmission if the GPA drops below 2.5 in “professional studies” is if the GPA increases to 2.5 or higher as a result of academic forgiveness. A student will not be allowed to retake “professional studies” courses since he (she) must be admitted to teacher education in order to enroll in those courses.

Effective Spring, 2011


Note: This policy does not apply to all programs in the College of Education and Professional Studies. Please consult your mentor or department head for clarification.
Honesty Policy

Cheating

1. **Cheating: 1st Offense** - A student who cheats on an examination (or any other graded work) will receive a failing grade (“F”) in the course.

2. **Cheating: 2nd Offense** - A student who cheats on an examination (or any other graded work) will be dismissed from the program study, and will not be allowed to enroll in any other program of study in the College of Education & Professional Studies at Jacksonville State University.

Plagiarism

1. **Plagiarism: 1st Offense** – A student who plagiarizes will receive a failing grade (“F”) in the course. In addition, the student will be required to complete a remedial seminar on plagiarism. Failure to do so will result in an automatic 2nd Offense.

2. **Plagiarism: 2nd Offense** - A student who plagiarizes a second time will be dismissed from the program of study, and will not be allowed to enroll in any other program in the College of Education & Professional Studies at Jacksonville State University.

NOTES:

1. It should be noted that the occurrence of cheating or plagiarism is cumulative, i.e., it carries over to any other course taught in the College of Education & Professional Studies.

2. If a student wishes to appeal at any level of the honesty policy, she (he) is to follow the College of Education & Professional Studies’ grade appeal process.

*Effective Spring, 2011*

http://www.jsu.edu/edprof/pdf/Honesty_Plagiarism_Policy.pdf
Teaching Resources

**Blackboard™ Training** - Course supplementation and delivery for more information contact Ms. Gina Glass in the Department of Distance Education (gglass@jsu.edu).

**Blackboard™ Help** - Help in the use of Blackboard™. Please visit jsu.blackboard.com in contact Department of Distance Education webpage, jsubbsupport.com, or 1-877216-7064.

**Livetext™ for faculty** - Creating Documents, sharing documents, creating rubrics, and more for more information contact the associate dean (5841/jbarkley@jsu.edu). Uploading course shells and course enrollment issues for more information contact Dr. Donna Herring (5439/dherring@jsu.edu).

**Syllabus** - For the format template contact your department head.

**Grades** - Online grade submission, incomplete or grade change form contact your department secretary.

**Mid-Point Evaluation** - Graduate level programs evaluate student performance at or about 15 semester hours. For more information contact your department head. [https://college.livetext.com/misk5/formz/public/30766/Pb8NYwL5I6](https://college.livetext.com/misk5/formz/public/30766/Pb8NYwL5I6).

**Teaching Experience Form (recent school experience)** - Any professor or instructor teaching a methods class and who has been out of the public school arena for more than five years must complete this form documenting five hours of P-12 teaching every year.

**Learning Resource Center** - College education library with books, assessments, manipulatives, and material center for more information please see http://www.jsu.edu/edprof/isu/index.html. Faculty may request other materials for the ISU to purchase.

Teacher Service Center Web Resources

**TEP Admission Requirements** - [http://www.jsu.edu/edprof/tsc/admission_requirements.html](http://www.jsu.edu/edprof/tsc/admission_requirements.html)

**Program Checklists** - [http://www.jsu.edu/edprof/tsc/program_checklists.html](http://www.jsu.edu/edprof/tsc/program_checklists.html)

**APTT, ECE, CBASE, PRAXIS links** - [http://www.jsu.edu/edprof/StandT.html](http://www.jsu.edu/edprof/StandT.html)
Travel

**Out of State Travel** - Faculty absence request and the permission to travel out of state form, that includes estimated budget, travel documentation, and a MapQuest copy for these form contact your department secretary.

**In-state Travel** - Faculty absence request and the permission to travel in-state form, that includes estimated budget, travel documentation, and a MapQuest copy for these form contact your department secretary.

Research and Grants

**Research Proposals** - Internal Review Board (IRB) request for research with human subjects, please contact Dr. Joe Delap 8186/jdelap@jsu.edu.

**Grants** - Grant writing training and grant writing opportunities, please contact Ms. Allison Newton, 5108/ anewton@jsu.edu.

**Faculty Research Grants** - Notification of these grants is provided twice a year at the beginning of the fall and spring semesters through my.jsu.edu

Faculty Evaluation

**CEPS Faculty Evaluation** - The annual assessment of faculty members teaching, advisement, scholarship, and service by your department head. [www.jsu.edu/edprof/FacultyEvaluation.html](http://www.jsu.edu/edprof/FacultyEvaluation.html)

**IDEA (Individual Development and Educational Assessment)** - Online course evaluations by students for more information contact your department head.

**Faculty Evaluations on Livetext™** - FARS Faculty appraisial review that is created by Livetext™ for more information contact the associate dean (5841/jbarkley@jsu.edu).
Suggested Issues to Discuss with a Faculty Mentor

• How does one establish an appropriate balance between teaching, scholarly activity, and committee work? How does one say “no?”

• What criteria are used for teaching excellence in face-to-face classes vs. online teaching?

• How is teaching evaluated?

• How does one obtain feedback concerning teaching? What resources are available for teaching enhancement?

• How does one identify and recruit good graduate and undergraduate students? How are graduate and undergraduate students supported? What should one expect from graduate and undergraduate students? What is required in the graduate and undergraduate program?

• What are the criteria for scholarly activity, how is research evaluated?

• How does the merit and promotion process work? Who is involved?

• What committees should one be on and how much committee work should one expect?

• What social events occur in the department?

• What is the college assessment system (LiveText) and what is new faculty’s role and responsibilities? What responsibilities come with appointment to the college of education?
Some content within this mentoring program is presented with permission from Dr. Frances McSweeney, Washington State University (2011).

The bulk of this information was the result of work done by the Faculty Mentoring Committee. In accordance with the policies and procedures of the mission of the College of Education and Professional Studies the Faculty Mentoring Committee will meet two times a year for the purpose of updating document contents.