RESEARCH GUIDE/MENTOR -- RESPONSIBILITIES

The Office of Research Affairs (ORA) designates two (2) tenured faculty annually whose workload includes the mentoring of faculty regarding the development of their programs of research. As new Track I (tenure track) faculty join the DUSON community, they are assigned to one of these individuals based on matched interests, availability, and other factors.

The Research Guide/Mentor is expected to help faculty clarify the focus of their research, develop a program of research, understand the services/resources available through DUSON’s Office of Research Affairs (ORA) and the university, give feedback on proposals/manuscripts/abstracts that are written, and build networks with colleagues (inside and outside DUSON) who share their research interests. Specifically, this individual is likely to provide the following kind of support:

- Discuss the new faculty member’s program of research to date, as well as plans for the future
- Discuss next best steps to help the new faculty member advance her/his program of research
- Describe resources and services available to faculty through the Office of Research Affairs
- Describe the grant writing process, and how to make optimal use of DUSON’s ORA resources
- Provide guidance regarding Duke’s IRB processes
- Review manuscripts the new faculty member is preparing for publication
- Provide guidance, as needed, regarding the preparation of poster/podium presentations
- Review the APT criteria related to research for Track I faculty … Advise meetings with members of APT for further clarification as needed

Peer mentoring for faculty on Track I occurs in the monthly meetings of the Research Development Group. Coordinated by one of ORA’s Research Development Coordinators, this group meets monthly to critique one another’s grant proposals, manuscripts, poster/podium presentations, and any other work that a faculty member believes would benefit from the group’s input.

It is expected that the Research Guide/Mentor and the new faculty member will meet regularly (typically on a monthly basis) throughout the individual’s tenure-earning years.

Endorsed by the Institute for Educational Excellence Advisory Board
November 12, 2012

Endorsed by the APT (Appointment, Promotion and Tenure) Committee
November 19, 2012