



SCHOLARSHIP GUIDE – RESPONSIBILITIES

Full Professors on Track II (practice track) or III (research track) serve as Scholarship Guides for faculty on those tracks. Faculty are assigned to one of these individuals based on matched interests, availability, and other factors.

The Scholarship Guide is expected to help faculty clarify the focus of their scholarship, develop a program of scholarly endeavors, and understand the services/resources available through DUSON's Institute for Educational Excellence (IEE) and Office of Research Affairs (ORA), as well as through the university. The Guide/Mentor also gives feedback on proposals/manuscripts/abstracts that are written, and guides faculty as they build networks with colleagues (inside and outside DUSON) who share their scholarly interests. Specifically, this individual is likely to provide the following kind of support:

- Discuss the various forms that scholarly endeavors might take
- Review the APT criteria related to Scholarship for Track II and Track III faculty ... Advise meetings with members of APT for further clarification as needed
- Discuss the faculty member's program of scholarship to date, as well as plans for the future
- Discuss strategies that can help the faculty member advance her/his scholarship
- Describe resources and services available through DUSON's Institute for Educational Excellence (IEE) and Office of Research Affairs (ORA) that support scholarly endeavors
- Provide guidance regarding Duke's IRB processes
- Review manuscripts the faculty member is preparing for publication
- Provide guidance, as needed, regarding the preparation of poster/podium presentations

Peer mentoring for faculty on Tracks II and III occurs in regularly-scheduled meetings of the Scholarship Development Group. Coordinated by the IEE Director, this group meets regularly to critique one another's grant proposals, ideas for teaching or practice innovations, 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 Scholarship Guide will initiate a meeting with the new faculty member within her/his first month of employment and initiate another meeting within the second month of employment. After that, the two individuals will meet as needed and as mutually arranged – at least through 1-2 semesters (or 6 months) – based on individual goals and scholarly work,

NOTE: Please note that your role as a Guide is to help the new faculty member make the transition to working at Duke, and it is expected that this relationship would last for no more than the individual's first year of employment. Of course, if the new faculty member has successfully made the transition by 6 months, the "formal" relationship can be concluded sooner; and if that individual would like to extend the relationship beyond one year, you and she/he should feel free to talk about that. We want to be clear that this is not intended to be a career-long mentoring relationship, though such a long-term relationship may, indeed, evolve if that's what the two of you want.

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

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

Revised June 15, 2018