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ACRL Diversity Alliance Residency Program: GVSU Libraries Faculty Fellowship – Roles

Grand Valley State University

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ACRL Diversity Alliance Residency Program: GVSU Libraries Faculty Fellowship – Roles

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ACRL GVSU Coordinator

The Coordinator is the individual responsible for coordinating the Faculty Fellowship program, sharing information about the goals of the Faculty Fellowship, encouraging others to develop projects for the Fellows, supporting the learning opportunities process, and for serving in an assessment role as needed for the program.

Having a Coordinator throughout the program ensures consistency.

The ACRL Faculty Fellow Coordinator will support a strong faculty fellow program with an Inclusion & Equity focus and alignment with long-term career development for the Faculty Fellow by:

- Coordinating the ACRL Diversity Fellow Library program; in close collaboration with the ACRL Sponsor
- Providing check-in for Faculty Fellows, and being a support through collaboration with the ACRL Cohort Mentor
- Collaborating with Business Administrator and Area Leads to coordinate on boarding and learning opportunities. This includes developing a training/learning calendar
- Analyzing policies and procedures to develop actionable recommendations related to assessment, planning and professional development for Faculty Fellows
- Assessing the program and leading enhancements. This includes meeting with the Faculty Fellows and Department Heads once a semester
- Collaborating with the Strategic Area Lead for Organizational Development to develop training framework for the Faculty Fellows; with clear learning outcomes and, if appropriate, deliverables

This is a three-year long appointment, constituting a 10% workload.

Department Head (Supervisor)

The Faculty Fellow will be assigned a Department Head based on their core professional effectiveness (focus). This assignment will remain constant throughout their time here. Projects and learning opportunities may have project leads, project consultants based on their expertise, or functional area leads outside of the home department of the Faculty Fellow.

As for other faculty members, the Department Head will be the supervisor and will:

- Supports staff growth and performance by providing guidance, direction and coaching. This includes:
 - Clearly communicating purpose of role and expectations
 - Meeting regularly to support collaborative goal setting, align individual expectations with departmental/Libraries' goals, develop timelines, and provide timely, constructive feedback
 - Helping meet goals, troubleshoot concerns, and identify needed information/resources
 - Conducting regular performance reviews, ensuring adherence to annual performance review processes
 - Ensuring that opportunities for training and for varied/expanded responsibilities are made available
 - As appropriate, by supporting and encouraging work initiatives that are being done or considered
 - Provides support for research agenda creation and portfolio planning

Functional Area Leads as Related to Learning Opportunities

Functional Area Leads are the knowledge expert on a topic or workflow for the libraries. In order to expose Faculty Fellows to the various aspects of a library, which are all integral, functional leads will provide a baseline learning opportunity.

Fellows, in collaboration with the Coordinator and their Department Head, will develop a plan to decide which learning opportunities they would like to explore in a deeper, more enhanced way. Generally, these learning opportunities will occur over the first year of the residencies.

Project Sponsor or Leads

A project sponsor or project lead can take on the important role of working with a Faculty Fellow. Projects provide rich skill development opportunities as well as experiences to draw on later. Project sponsors/leads can support the Faculty Fellows in leveraging their strengths and by leaning into their discomforts to grow in new areas.

Project leads support by:

- Developing a project plan, including milestones
 - Supporting the project team in meeting milestones and timeline
 - If required, a communication plan, a budget proposal, etc.
- Collaborating on deliverables
- Providing training and support as needed
 - Partnering with Department Head to ensure awareness of workload, progress, and training needs

- Supporting the development of CV addition related to the project

This work is generally collaborative in nature.

In a project, Faculty Fellows, as project team members, are also accountable for:

- Collaborating on deliverables
 - At times, independently creating deliverables
- Task-tracking and consulting with project lead
- Documenting processes, protocols and workflows for replicability
- As applicable, consulting with stakeholders
- Creating a brief learning report

Faculty Fellows may propose projects and be the lead. When a Faculty Fellow proposes a project, and it is of a scope that can be led by the Faculty Fellow, a project sponsor will support the Fellow by:

- Supporting alignment with strategic direction
- Identifying and securing funding when needed
- Approving deliverables
- Liaising with Leadership Team
- Participating in key activities
- Collaboratively developing resourcing proposals, and advocating to make resources available
- Ensuring quality of the deliverables
 - As needed, approving deliverables for distribution
- Providing support and coaching to the lead, including regular check-ins
- Supporting the development of CV addition related to the project
- Partnering with Department Head to ensure awareness of workload, progress, and training needs

ACRL GVSU Sponsor

The sponsor supports the overarching program by:

- Providing resourcing for the program and connecting with campus
- Supporting the Coordinator through coaching, support, and troubleshooting
- Supporting the Faculty Fellows by acting as a point of support and a career coach
- Ensuring that Faculty Fellows will receive mentoring
- Considering strategic projects for the Faculty Fellows to engage in

ACRL Cohort Mentor

The University Libraries provides mentoring to the Faculty Fellows through the ACRL Coordinator, the ACRL Cohort Mentor, and the ACRL Sponsor. It is expected that the Department Heads provide ongoing support and coaching. Additionally, campus provides mentoring in the first year of arrival.

The faculty mentoring program at GVSU is divided into two phases:

- In year one, the mentoring program is managed by the Faculty Teaching and Learning Center. The mentor provided is outside of the faculty member's unit

- Faculty Fellows participate in the Faculty Teaching and Learning Center program, paired with a campus mentor
- Faculty Fellows will begin working with the Cohort Mentor in year one. The Cohort Mentor will serve as a library, campus, and community ambassador and resource person. Additionally, during this time, they will begin supporting the development of a research agenda
- In year two and forward, the college manages the mentoring program. The mentor is preferably outside of the faculty member's direct department, and is never the faculty member's supervisor. The mentor generally focuses on service and research. The mentor does not participate in the assessment of the faculty member. The Faculty Development & Support Committee manages the Libraries mentorship program
 - Faculty Fellows will work with the Cohort Mentor in group and individual settings
 - The Cohort Mentor will collaborate with the Faculty Development & Support Committee so that their approach is aligned with the college program

The ACRL Cohort Mentor will support a strong faculty fellow program by serving as a mentor for the faculty fellow cohort. The Cohort Mentor will also be a partner to the Coordinator by:

- Supporting faculty fellow onboarding by being a peer resource through:
 - valuing the mentees as persons;
 - developing mutual trust and respect;
 - maintaining confidentiality;
 - listening both to what is being said and how it is being said;
 - helping the mentees solve their own problem, rather than give direction;
 - focusing on the mentees' development
- Providing service and research mentorships as aligned with FDSC's mentoring program
- Supporting the development of a portfolio for future job searches and career advancement
- Collaborating with the ACRL Faculty Fellow Coordinator and the Dean of UL to ensure a strong program

This is a three-year appointment and constitutes 5-10% workload.