College of Applied Science and Technology
RESEARCH MENTORING PROGRAM

Research Mission of the College of Applied Science and Technology
CAST supports and promotes quality research recognized at national and international levels, enriching the educational environment of our academic programs.

Philosophy of the CAST Mentoring Program
The CAST Research Office supports the development of a focused line of scholarship by probationary tenure-track faculty. Under the ASPT system, the scholarship of tenure-track faculty is evaluated for merit, promotion and tenure decisions. The purpose of the CAST Mentoring Program is to provide a formal program assisting a new faculty member to develop a focused record of scholarship during the first three years at ISU, and to encourage involvement in the program until the research agenda is firmly established. Appendix I presents a sample timeline. Travel funds are provided to the mentor to acknowledge the contribution to the mentee, and to the mentee as an incentive to participate; both can refuse or transfer payment to the other. The program should not be the only mechanism of support, as it should complement the efforts within an academic unit to facilitate development of a productive research agenda. The continuation of the mentor and-mentee relationship should be discussed on an annual basis.
Components of the CAST Mentoring Program

1. **Orientation**
   All first year tenure-track faculty should attend the CAST new faculty orientation sessions conducted by the Dean and Associate Deans. An explanation of the mentoring program will occur as well as important information on teaching evaluations, progress toward promotion and tenure, and CAST faculty support programs.

2. **Match with a Mentor**
   During the first semester on campus, all probationary faculty will work with the head of their academic unit and the Associate Dean to identify an experienced faculty member meeting the criteria (Appendix II) and willing to serve as a mentor in the Program. The mentor does not have to be in the same academic unit. A meeting between the new mentee and mentor, which may include the Associate Dean, should be arranged to clarify goals and objectives early in the first semester.

3. **Develop a Research Plan**
   The mentee and mentor should meet frequently in the first year to outline a research plan for the mentee that corresponds with a semester-by-semester of planned tasks for the mentee’s probationary period (normally 6 years). The plan should guide the development of a research focus (see example research plans in Appendix IV) through addressing:
   1. Submission of IRB/IACUC proposals as applicable to the mentee’s research;
   2. Collection/analysis of data;
   3. Dissemination of project findings (manuscript submission, abstract submission, etc.);
   4. Submission of internal and external grant proposals.
The initial research plan should be submitted to the CAST Research Office by the mentee in the spring semester of year one of employment (by late March). On submission of the research plan, the mentor will receive $200 in travel funds. The mentor can decline this funding, or ask that it be made available to the mentee.

4. **Writing for Publication Workshop**
This workshop (sponsored annually by the College Research Coordinators) addresses the process of preparing and submitting manuscripts to peer-reviewed journals as part of developing a research focus. The workshop includes a panel of successful scholars and journal editors who describe successful strategies for balancing your writing with your other responsibilities, addressing reviewer comments, and tips for success.

5. **Submit a Journal Article**
Mentees should strive to submit a manuscript to a refereed journal during the first year of employment at ISU. The manuscript can be based on work completed during the mentee’s doctoral program or at a previous institution.

6. **Submit a URG Proposal**
During the first or second year of probationary status, a mentee is encouraged to submit a URG proposal in either the Research Development or Grant Development category. Mentees should strive to meet the URG application deadline in the spring of the first year. The process of submitting a URG should be a major focus of the initial discussion between a mentee and mentor. An alternative to a URG is for the mentee, with the guidance of the mentor, to submit to an external funding source. On submission of either a URG or an external grant, the
mentee will receive $250, and the mentor $200, in travel funds. The mentor can decline this funding, or ask that it be made available to the mentee.

7. **One on One Discussion of the Scholarship aspect of the ASPT process**

Following receipt of the Faculty Status Committee evaluation letter, a mentee is encouraged to meet to discuss the content of the letter with the head of the academic unit and the mentor, in separate meetings. If appropriate, the mentee can meet with the Associate Dean to discuss progress on the Research Agenda.

8. **Identify an External Funding Agency**

As a record of publication and presentation is developed during the probationary period, a mentee will be encouraged to identify one or more external agencies supporting scholarship in the mentee’s discipline. It is recognized that the availability of external funding varies considerably across the different academic units of CAST. The Associate Dean and/or the mentee’s representative on the CRC and or the ISU Office of Research and Sponsored Programs (RSP) will help with this process. Note that identification of possible external funding agencies is a requirement of the URG application.

9. **University Grant Writing Workshop**

As it is appropriate to progress on a research agenda and the availability of funding in a specific discipline, mentees will be encouraged to participate in the University-wide grant writing workshop and the various grant-writing support programs offered by the Office of Research and Sponsored Programs. Individuals with a viable project and a potential funding source will be given priority for these programs.
## Appendix I

### Proposed Timeline for Completion of Mentoring Program Components

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>Meet every 2 weeks</strong></td>
<td><strong>Meet every 2 weeks</strong></td>
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<tr>
<td></td>
<td>CAST New Faculty Orientation (August or September)</td>
<td><strong>URG submission</strong></td>
</tr>
<tr>
<td></td>
<td>Identification of mentor</td>
<td><strong>Research Plan Submission</strong></td>
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<tr>
<td></td>
<td>Manuscript Submission</td>
<td>Discuss ASPT with Department Chairperson/School</td>
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<td></td>
<td>Research Profile with Assoc Dean</td>
<td>Director</td>
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<tr>
<td></td>
<td>** manuscripts**</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Meet Monthly</strong></td>
<td><strong>Meet Monthly</strong></td>
</tr>
<tr>
<td></td>
<td>Attend RSP Sponsored Events</td>
<td>Attend RSP Sponsored Events</td>
</tr>
<tr>
<td>3</td>
<td><strong>Meet as needed</strong></td>
<td><strong>Meet as needed</strong></td>
</tr>
<tr>
<td></td>
<td>Attend RSP Sponsored Events</td>
<td>Attend RSP Sponsored Events</td>
</tr>
<tr>
<td>4</td>
<td><strong>Attend RSP Sponsored Events</strong></td>
<td><strong>Attend RSP Sponsored Events</strong></td>
</tr>
<tr>
<td></td>
<td>Apply for ISU Research Initiative Award?</td>
<td></td>
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</tbody>
</table>

Completion of the items in **bold** are basis for release of mentor program funding. Items in *italics* are optional, depending on the research agenda and record of the mentee.
Appendix II

CAST MENTORING PROGRAM: MENTOR CRITERIA

CAST mentors should meet 4 of the following 6 criteria:

1) Hold the rank of associate professor or professor,
2) Had at least three funded University Research Grant Proposals with at least one in the Grant Development Category,
3) Received a CAST Publication Incentive Program award, or published in a refereed journal.
4) Reviewed for or served on the Editorial Board of a refereed journal.
5) Been the Primary Investigator on a funded external grant.
6) Presented at a refereed national or international conference.

The Mentor does not need to share the research interests of the Mentee nor does s/he need to reside in the same department/school as the Mentee.
Appendix III
CAST MENTORING PROGRAM FUNDING

For the Mentee
1. URG or External Grant Proposal Submission $250

Total $250

For the Mentor*
1. Research Plan $200
2. URG/External grant proposal $200

Total $400

* Note that the mentor has an option to decline either or both of these payments, or to request that the funding be allocated to the mentee.
Appendix IV
SAMPLE RESEARCH AGENDA OUTLINE

Note: This is only an sample outline for you to use as a framework for your scholarly/research agenda.

Year 1
Fall
- IRB or IACUC Proposal if relevant (provide details)
- Data Collection (provide details)
- Manuscript Submission from dissertation or other prior work (provide details)
- Abstract Submission for presentation (provide details)

Spring
- IRB or IACUC Proposal if relevant
- URG Submission (provide details)
- Data Collection (provide details)
- Attend Writing for Publication Panel Discussion

Summer
- Data Collection (provide details)

Year 2
Fall
- IRB or IACUC Proposal if relevant (provide details)
- Data Collection (provide details)
- Manuscript Submission from dissertation or other prior work (provide details)
- Abstract Submission for presentation (provide details)

Spring
- IRB or IACUC Proposal if relevant
- URG Submission (provide details)
- Data Collection (provide details)

Summer
- Data Collection (provide details)
- External Grant Submission (provide details)

Year 3
Fall
- IRB or IACUC Proposal if relevant (provide details)
- Data Collection (provide details)
- Manuscript Submission from dissertation or other prior work (provide details)
- Abstract Submission for presentation (provide details)

Spring
- IRB or IACUC Proposal if relevant
- URG Submission (provide details)
- Data Collection (provide details)

Summer
- Data Collection (provide details)
Year 4

Fall
- IRB or IACUC Proposal if relevant (provide details)
- Data Collection (provide details)
- Manuscript Submission from dissertation or other prior work (provide details)
- Abstract Submission for presentation (provide details)

Spring
- IRB or IACUC Proposal if relevant
- URG Submission (provide details)
- Data Collection (provide details)

Summer
- Data Collection (provide details)
- External Grant Submission (provide details)

Year 5

Fall
- IRB or IACUC Proposal if relevant (provide details)
- Data Collection (provide details)
- Manuscript Submission from dissertation or other prior work (provide details)
- Abstract Submission for presentation (provide details)

Spring
- IRB or IACUC Proposal if relevant
- URG Submission (provide details)
- Data Collection (provide details)

Summer
- Data Collection (provide details)

Year 6

Fall
- IRB or IACUC Proposal if relevant (provide details)
- Data Collection (provide details)
- Manuscript Submission from dissertation or other prior work (provide details)
- Abstract Submission for presentation (provide details)

Spring
- IRB or IACUC Proposal if relevant
- URG Submission (provide details)
- Data Collection (provide details)

Summer
- Data Collection (provide details)
- External Grant Submission (provide details)