

## GAHDT FACULTY TIMELINE (revised 2/1/2020)

### *Year 1*

#### **New Faculty Member — First Year**

First Year: Establishment of Mentoring Committee/goal setting sessions.

#### **August – GAHDT orientation**

New faculty members are provided all materials and comprehensive explanation of GAHDT's mentoring and goal-setting activities and annual review process. New faculty members provide GAHDT with a short biography at or before orientation.

#### **September through March — Mentoring team development**

GAHDT assists with identifying potential mentors and new faculty member initiates discussion and a meeting with potential mentors.

#### **March/April — Mentoring team establishment**

New faculty member submits names and contact information of proposed mentors to the GAHDT Program manager. Program manager follows up with proposed mentors to ensure they understand the commitment.

#### **Ongoing**

New faculty initiates one-on-one or group meetings with mentors as needed.

#### **June/July — Goals finalized**

New faculty finalizes GAHDT goals and provides completed GAHDT Goals and Professional Development Worksheet to GAHDT program manager.

#### **September/December — Informal meetings with GAHDT faculty director (optional)**

Faculty meet with GAHDT faculty director for informal check-in if needed.

#### **Year 1 or 2 — Participate in GAHDT interview**

New faculty members are required to be interviewed by GAHDT program manager for either a 20-minute podcast or written interview as a feature for the website. Program Manager, Puja Batra-Wells, will schedule the interview.

### *Year 2 +*

#### **February — Annual report/feedback**

Each GAHDT faculty member will provide a copy of their annual report that is completed for the department to the GAHDT program manager with GAHDT-related items clearly identified and identify 1-2 collaborators outside the department who can provide feedback regarding the faculty member's progress and contributions to GAHDT.

**February/March — Department chair or P&T chair/GAHDT faculty director's meeting**

New faculty member meets with their department chair or Promotion and Tenure Committee chair and the GAHDT faculty director to discuss goals. Faculty should have discussed and drafted these goals with guidance from their mentoring committee prior to this meeting.

**March — Feedback provided to departments**

GAHDT faculty director summarizes feedback and writes a brief assessment of the faculty member's contributions to GAHDT and progress towards GAHDT goals. This will be sent as an email to the department chair and the faculty member and is provided as input into the department chair's annual review letter.

*Year 4 (fourth-year review – assistant professor additional requirements)*

**January/February — Additional feedback**

Mentoring committee members are asked to submit a short feedback form to GAHDT program manager that provides their input regarding the faculty member's contributions to GAHDT and progress towards GAHDT goals over the period of the appointment.

New faculty may identify several collaborators from whom GAHDT will invite feedback.

Feedback is compiled and forwarded to faculty director, who will base the fourth-year review letter on these materials.