

Responsibilities and Expectations of Faculty Members and Bepko Learning Center Staff

As stated in the SLA and SI sections of this manual, the success of the academic support programs is linked to the active participation of IUPUI faculty. Collaboration between faculty members, mentors, the director of the Bepko Learning Center, and other staff members is essential in providing excellent academic support to IUPUI students. Below are a few guidelines to assist all parties in working together and understanding each others' roles.

What Faculty Members Should Expect From Mentors

- Regular communication about student performance in academic mentoring sessions
- Immediate notification of any problems regarding course material or students
- Assistance in activities that are directly related to lectures
- Professional and courteous behavior to faculty, staff, and students

What Mentors Should Expect From Faculty Members

- Support, encouragement, and being valued as a member of the academic support team
- Assistance in handling student problems that affect academic mentoring sessions
- Regular communication about course-related material, changes, problems, or updates

What Faculty Members Should Expect From Other Bepko Learning Center Staff

- Providing adequate and regular training for mentors (note: faculty feedback regarding items to be considered in training process is welcomed)
- Providing regular supervision of mentors
- Being professional and courteous to faculty, staff, and students
- Maintaining contact with faculty regarding academic mentoring session progress, problems with sessions or students, changes to academic support programs, or other related topics

What Bepko Learning Center Staff Should Expect From Faculty Members

- Giving prompt notification of problems or concerns with mentors, students in academic mentoring sessions, or other program-related issues
- Receiving evaluations of mentors in a timely fashion