LAUNCH COMMITTEES 2015–2016

Overview: Launch committees provide support and guidance to new junior faculty as they begin their careers at UC Davis. The committees meet with the new faculty member from the time of hire until the end of the first academic year and aim to facilitate the early professional integration and development of the new faculty member. This program is modeled after similar and very successful efforts at Case Western Reserve University and The University of Michigan.

Areas addressed by the committee: The committee focuses on areas that are essential for a new faculty member to be successful; these include but are not limited to:
- Lab space and equipment, including computational resources
- Funding
- Lab personnel, including students
- Integration into the university
- Teaching
- Service
- Mentoring plan for the pre---tenure period

Committee Makeup: Each committee has the following members:
- Advocate – a senior faculty member in the new faculty member's department with related research interests
- Department chair
- Senior faculty member from outside the department, in a field related to that of the new faculty member
- ADVANCE faculty member (convener)
- Newly hired faculty member

Expectations.
- Committee members are identified and invited by ADVANCE, with input from the department chair.
- Committee meets formally approximately twice per quarter either in person or by conference call, starting 2---3 months before arrival at UC DAVIS and continuing until the end of the first academic year.   Committee members may also meet informally with the new   faculty member.
- ADVANCE program staff, working with the departments, are responsible for the logistics of arranging the meetings.
- The committee convener (faculty affiliate of the UC Davis ADVANCE program) is responsible for summarizing key points of the discussion at each meeting for distribution before the next meeting.
- Committee members are expected to introduce the new faculty member to potential collaborators and colleagues and to provide feedback on grant applications prior to submission.
- During the course of the Launch committee meetings, the long---range plan for mentoring throughout the probationary (pre---tenure---review) period will be discussed. If there is a routine mentoring process in the department, the launch committee will attempt to coordinate with it. This might include participation of some members of the launch committee in the regular mentoring process. If there is no other mentoring process ongoing in the department, some (or all) of the committee members may continue to provide formal support and guidance during the remainder of the tenure probationary period, following the term of the launch committee, or they will work to identify other mentor(s).

TOPICS TO UPDATE AT EACH LAUNCH COMMITTEE MEETING
The committee, in focusing on the areas below, should use the following questions as a guide. Other questions and resources will be identified by the committee as necessary.

Space:
Has suitable lab space been identified? Is renovation of the space necessary and, if so, what is the process for renovation and how is it proceeding? Has the new faculty member moved into the space?

Equipment and supplies:
Is the procedure for purchasing equipment and supplies clear? Has equipment been ordered? Is there joint equipment to which the new faculty member needs access?

Funding:
Have appropriate funding agencies and submission deadlines been identified? Are there UC DAVIS programs that are appropriate to apply to? Has the committee internally reviewed the new faculty member's proposals? Are there opportunities for him/her to be included in larger team---based grants?

Lab personnel:
Is the process for adding new students to the group clear? Is the new faculty member getting students, postdocs, and/or technicians into his/her research group? Are the lab members productive? Are policies that apply to the faculty member's graduate students, for example regarding course load, lab rotations, and qualifying exams, clear?

Integration into the university:
Is the new faculty member meeting researchers across the university with similar interests? Is s/he beginning to form collaborations?

Teaching:
Are the expectations for teaching during the first year clear? Does the new faculty member need additional resources (e.g. material from a previous course instructor, interpretation of mid---term evaluations)? Are there questions regarding policies and procedures or any difficulties to resolve?

Service:
Are the expectations for service during the first year clear?

Mentoring:
Is the committee coordinating with other mentoring set up by the department? Has a plan for mentoring following the termination of the launch committee been established?

Scheduling next Launch Committee meeting:
It is easiest to schedule the next meeting while all committee members are in the room.