

JFDP 2025-2026

EXPECTATIONS FOR PARTICIPANTS

Graduation Requirements

To complete the Junior Faculty Development Program (JFDP) you must fulfill the following requirements:

- ☐ Attend at least 80% of the weekly JFDP sessions, including the project presentations at the end of the program. *We ask you to inform us if you will be absent for a session as a courtesy.*
- ☐ Present your “work in progress” at the Virtual Poster Session in February. *If you are unable to attend the poster session you will still be required to submit your poster.*
- ☐ Present your final project report as part of the Final Project Presentations in April/May.
- ☐ Submit all required documents/products by the dates listed on the JFDP Curriculum:
 - Oct Project Timeline-** to be reviewed by program leadership & your project mentor
 - Oct Project Goals/Specific Aims-** to be reviewed by program leadership & your project mentor
 - Feb “Teaser Slide” & Recorded Presentation-** to be presented as part of the Virtual Poster Event
 - Feb CV in UMass Chan Format-** to be reviewed by program leadership

Assignments

In addition to the required documents/products listed above, the JFDP curriculum may include readings or other assignments to reinforce the knowledge and skills presented in weekly sessions. All curricular materials and assignments (including handouts, readings, etc.) will be posted to the **JFDP DropBox**. We will send you a link to access the JFDP DropBox and you may need to review materials prior to or after each session.

JFDP sessions are not recorded. However, slides from each weekly session will be posted to the DropBox within a few days of the session.

Program Expectations for Interaction with Your Mentor

Once your mentor has been confirmed, you must take the lead in communicating with them. You are responsible for negotiating the mentoring relationship, completing your project, and getting the most out of the JFDP experience. Please inform the JFDP Directors if you experience difficulties in your mentoring relationship.

Mentee-Mentor Meetings: Best Practices

- It is your responsibility as the mentee to take the lead to initiate, set up and plan the meetings, which can be in person, video, or phone. *Your first meeting should take place before the September Program Kick-Off.*
- Plan to meet with your mentor at least once per month, with the goal of shorter, more frequent, and more productive meetings to keep your project work on track.
- Prior to your first meeting, please provide your project mentor with your CV and project description.
- The first meeting should be for one hour and include the following:
 - Introductions
 - Description of the project and project timeline
 - Discussion of the specific guidance needed from your mentor
 - Concrete plans for future meetings and progress
- Make sure that regularly scheduled meetings are on your and your mentor's calendars through May.
- Send an email reminder to your mentor prior to each meeting, with a suggested agenda, for example:

"A reminder that we are scheduled to meet in your office at 8:00–8:30 am on Nov 7 to discuss progress on my JFDP project. I propose that we discuss pre/post testing. I have read the 2 articles you recommended at our last meeting, and I now have some specific questions. Please let me know if you have other topics that we should discuss. Thank you."
- Follow up each meeting with an e-mail containing a summary of what was discussed, the results of the meeting, what is to be done, and by whom prior to your next meeting, for example:

"Thank you for the helpful guidance you provided during our JFDP mentoring meeting yesterday in offering descriptions of teaching methods that I was unaware of, as well as providing ideas for creating opportunities for interaction in online teaching. As we planned, I will consider how to apply those approaches to my project and we will discuss at our next meeting at 8:30–9:00 am on Nov 21. Please let me know if you have a different understanding of our recent meeting and/or work for our next meeting."
- Keep your emails as a log of your meetings – this will help you keep track of your progress.

The following table will help you to plan the agenda for your meetings, which is also provided to the mentors:

Meeting Date	Meeting Agenda Items
August/ September	Introductions; Discuss project; Discuss specific guidance needed; Establish meeting schedule
October	Discuss project timeline & activities; Discuss project goals/aims
November	Project progress update; Discuss resources needed & next steps

December	Project progress update; Discuss resources needed & next steps
January	Review revised project timeline; Review “work in progress” virtual poster; Invite mentor to Virtual Poster Session
February	Project progress update; Discuss resources needed & next steps
March	Project progress update; Discuss resources needed & next steps; Invite mentor to Final Project Presentation
April	Review final project presentation; Discuss plans for scholarship & next steps; Invite mentor to JFDP Graduation
May	Project progress update; Scholarship plan update & next steps; Communicate appreciation for mentorship; Establish future (optional) meeting schedule

Professionalism

Professionalism is a theme that is woven throughout the JFDP program. This includes the following expectations:

- Attend each weekly session (80% attendance is required). *Attendance will be taken during all Zoom sessions and a sign-in sheet will be provided for in-person sessions. Please inform us ahead of time if you are unable to attend a session.*
- Arrive on time. *Repeated late arrival is disrespectful to our session presenters, disruptive to your cohort, and can put your program graduation in jeopardy.*
- Be present and engaged during weekly sessions. *This time is for you and your own development as a faculty member, academic, and scholar. We encourage you to make the most of each session by being present and engaged. Do not multi-task or engage in other work during the weekly sessions. Avoid joining virtual sessions while driving. We expect all program participants to have their cameras on during virtual sessions.*
- Complete and submit each assignment on time.
- Commit to the mentoring relationship.
- Respond promptly to all emails from JFDP leaders and administrators.
- Complete all program evaluations. *We take participant feedback seriously and use it to refine and improve the program for future participants. CME & CEU credit are contingent on evaluation completion.*

In turn, we commit the following to you:

- Openness to input and recommendations regarding all aspects of the program.
- Continuous quality improvement of the program.

- Role-modeling of attitudes, skills, and behaviors taught in the program.
- Individual guidance and/or mentoring if needed or requested.
- Prompt communication of changes to the program
- Recognition and celebration of your completion of the program.

Thank you and we look forward to working with you this year!

Jennifer Reidy, Pranoti Mandrekar, Emily Green & Carrie Wambach – the JFDP team