

CHECKLIST FOR PREDOCTORAL AND POSTDOCTORAL FELLOWS RILEY SCHOLARS-IN-RESIDENCE PROGRAM

Authored by Dr. Heidi R. Lewis
Coordinator of Early Career Faculty Development Programs
Associate Professor of Feminist & Gender Studies

Your Riley Scholars-in-Residence Program (RSiRP) Mentor and all members of your program|department, including the Director|Chair, are expected to adequately and appropriately support your professional development in collaboration with relevant colleagues outside the program|department. Along those lines, the RSiRP Director schedules 1h meetings with the entire RSiRP cohort during Block 1, Block 5, and Block 7 (with the Senior Associate Dean for Equity, Inclusion, and Faculty Development and Director of the Crown Center attending for the first 15 minutes) and organizes and attends all Mock Job Talk presentations during Block 3. You'll schedule 45m individual meetings with the Director during Block 2 and Block 6. Also, you are expected to meet with an RSiRP alum during the fall semester and another in the spring and to observe a course taught by a colleague within your program|department during the fall semester and one taught by a colleague outside your program|department in the spring.

While your Mentor should appropriately assist you in these areas, this checklist (in a useful but not mandatory order) is designed to support you taking ownership of your professional development and fulfilling other program requirements:

- schedule your 45m Block 2 meeting with the RSiRP Director by clicking [here](#);
- schedule a review of your syllabus and other relevant teaching materials;
- schedule your first course observation;
- observe a course taught by a colleague in your department in the fall;
- schedule your fall meeting with an RSiRP alum starting [here](#);
- invite 1-2 colleagues outside the program|department and RSiRP cohort to the Mock Job Talk in Block 3;
- indicate whether you might appreciate support rehearsing for an upcoming conference presentation (not required);
- schedule a review of at least one chapter of your dissertation or one piece of developing scholarship;
- schedule a review of one of your cover letter, CV, teaching statement, research statement, and other commonly required application materials;
- review a colleagues' syllabus and other relevant teaching materials;
- schedule your second course observation;
- observe a course taught by a colleague outside your department in the spring;
- schedule your spring meeting with an RSiRP alum;
- and schedule your 45m Block 6 meeting with the RSiRP Director by clicking [here](#).