This is a draft Resource Map for the Bucknell University Department of Geology & Environmental Geosciences. This was adapted from the “Sample Ph.D. Mentoring Plan” developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0.

This map is geared toward new faculty and staff of color in the department. We plan to produce a separate map for our students (all undergraduates). New employees will find in this map ways to access mentoring, a bit of insight into how the department functions, and where to go to find assistance or report problems. We also include professional development and outreach resources new employees might find useful.

1. Mentoring plan

University Mentoring
The Bucknell Faculty and Staff of Color Working Group (BFSCWG) is a forum for faculty and staff of color, and is a space that often includes informal mentoring. The Diversity, Equity and Inclusion Office offers one-on-one consultations and problem-solving sessions, especially for early career faculty & staff of color (570-577-1561).

At the faculty-wide university level (including, but not specific to, people of color), the Teaching and Learning Center organizes several faculty mentoring opportunities, including:

- Thinking Partners - informal program where the TLC provides coupons for lunch or drinks on campus, and early career faculty are encouraged to contact anyone on campus that they would like to chat with. More formal mentoring or longer-term relationships can arise from these discussions, or this works to get to know a larger subset of campus. One drawback is that the onus is on the early career person to contact potential thinking partners; one advantage is that this is a very low-stakes program for mentor and mentee.

- Thinking Partners, iteration 2 - there is a more formal thinking partners program where TLC staff match early career faculty with a more senior mentor from a different department. The mentor & mentee are expected to meet once or twice a semester, as long as the relationship is useful.
• The TLC has a document called “Faculty Mentorship Ecosystem at Bucknell University” which is not publicly available but does outline, in detail, all university-wide mentoring opportunities and would be easily accessible via the TLC staff.

• TLC also conducts regular workshops on effective and equitable pedagogy. These kinds of workshops can be semester-long and it’s usually a good venue to meet with similar-minded faculty and establish relationships with relatively senior faculty within the university.

Departmental Mentoring

In the Department of Geology & Environmental Geosciences, there is no formal mentoring program, but informal mentoring is common and encouraged. Typically the department chair will check-in with early career faculty at least once a semester, primarily to discuss teaching progress but also to answer questions about research and service. Other colleagues and staff provide a wide array of advice on topics such as:

• Research mentorship:
  ○ Grant writing, including examples of successfully funded grant proposals from our department
  ○ Supervising student research, including obtaining internal grants for summer research students (e.g., Program for Undergraduate Research, McKenna Internship Program)
  ○ Access to/tours of lab facilities and research equipment at Bucknell
  ○ Discussions about which journals to publish in, managing research projects, etc.
  ○ Ideas about collaboration on research within the department (encouraged in our department and often successful collaborations develop with VAPs)

• Teaching mentorship is extensive, and can include:
  ○ Examples of course materials, including syllabi, labs, lectures, etc.
  ○ Audit of the lecture and lab session of the new faculty and provide constructive feedback. These personal observations from senior faculty may also be used as a basis for recommendation letters, which can be especially helpful for visiting faculty who are seeking a permanent position later.
  ○ Tours of common field trip locations
  ○ Help in developing summer courses

• Equipment and facilities:
  ○ Lab manager Brad Jordan is the go-to person for most department equipment or teaching materials, and also answers questions about computer technology (or IT can be contacted directly, but Brad is the departmental contact for those questions)
  ○ Monica Hoover is the Director of Environmental Engineering & Science Lab and helps with those lab facilities

• Bucknell logistics
Department admin Carilee Dill is very knowledgeable about any HR, scheduling, transportation, or logistical questions within Bucknell.

- Local area information:
  - Opinions about the Lewisburg area resources, since all Geology faculty (as of 2021) live in and around Lewisburg.
  - The faculty in our department are currently working on a shorter and brief resources map as part of the “welcome package” to the incoming faculty.

2. Core work resources

**Hours of Work & Vacation**

Bucknell Geology employees are all governed by the faculty and staff handbooks. Staff hours of work and vacation policies are determined by the department chair and human resources. The department encourages flexibility and open discussion between staff members and the department chair for work hour and vacation accommodation. Faculty hours are at the discretion of the faculty member with the exception of scheduled department meetings and scheduled class and lab hours. Student work hours are set by the supervisor, but clear guidelines about work expectations should be shared in writing or via email with the student at the beginning of employment term. Issues with work hours and other office policies can be addressed through the department chair, Human Resources (570-577-1631, [https://myweb.bucknell.edu/administrative-areas/human-resources](https://myweb.bucknell.edu/administrative-areas/human-resources), office hours available), and/or the Workplace Advisors program. For a list of Workplace Advisors and the services they can help with, go to [https://www.bucknell.edu/azdirectory/workplace-adviser-program](https://www.bucknell.edu/azdirectory/workplace-adviser-program).

**Communication**

Email and in person communications must always remain respectful and considerate of normal work hours. There is no expectation of response to communications outside of regular working hours (9am to 5pm eastern time, Monday to Friday). Violations of communications standards can be reported to the department chair, to other department members, the Dean of Arts & Sciences (570-577-3293, [https://myweb.bucknell.edu/academic-areas/college-arts-sciences](https://myweb.bucknell.edu/academic-areas/college-arts-sciences)), or Human Resources (570-577-1631, [https://myweb.bucknell.edu/administrative-areas/human-resources](https://myweb.bucknell.edu/administrative-areas/human-resources), office hours available).

**Mental Health**

Mental health and other resources are available to all department benefits-eligible staff and faculty through the Employee Assistance Program. To talk to a counselor about any work or life issues, call 866-799-2728 or go to [https://members.healthadvocate.com/Account/OrganizationSearch](https://members.healthadvocate.com/Account/OrganizationSearch). For Health Advocacy, also call 866-799-2728 any time or email answers@HealthAdvocate.com for assistance with navigating the healthcare system. Mental health services are also covered by all Bucknell health plans and are accessible through the benefits page at [https://www.bucknell.edu/azdirectory/human-resources/employee-benefits](https://www.bucknell.edu/azdirectory/human-resources/employee-benefits).
Accessibility
Accessibility resources for employees and students are available at [https://www.bucknell.edu/life-bucknell/diversity-equity-inclusion/accessibility-resources](https://www.bucknell.edu/life-bucknell/diversity-equity-inclusion/accessibility-resources). The department tries to make all classes accessible to all students. There are many geology-specific resources available through the International Association for Geoscience Diversity ([https://theiagd.org/](https://theiagd.org/)).

Reporting Policy
To address issues related to insensitivity, harassment, and exclusion, employees may contact the Office of Diversity, Equity, & Inclusion within the Provost’s office (570-577-1561, [https://myweb.bucknell.edu/academic-areas/provost/diversity-equity-inclusion](https://myweb.bucknell.edu/academic-areas/provost/diversity-equity-inclusion)). They may also choose to contact Human Resources, where they can file a complaint (570-577-1631, [https://myweb.bucknell.edu/administrative-areas/human-resources](https://myweb.bucknell.edu/administrative-areas/human-resources), office hours available). The Dean of Arts & Sciences may also be of assistance.

Equipment
All equipment common to the department is maintained by the lab director on the ground floor of O’Leary. All employees should request equipment and let the lab director know they have it. We all have keys and access to the materials, but we should communicate when we are removing items and when we expect to return them. The lab director also has control over the tool room, boot room, the XRD room, and the lab prep rooms. Faculty have control over the equipment in their lab. The expectation is that we will all share equipment as we can, but potential users should request access before removing materials.

Conferences
All faculty should attend conferences and take students to present whenever possible. Funding for student travel (including registration) is available through the department and the Marchand Fund. Information on this funding is available from the department chair and academic assistant. Some funding for student travel is also available through the provost’s office. All student trips longer than one day must be approved as non-credit bearing off-campus excursions. Forms available at [https://www.bucknell.edu/azdirectory/bucknell-travel-expense/student-travel](https://www.bucknell.edu/azdirectory/bucknell-travel-expense/student-travel).
Faculty should request travel funds from the Dean of the College of Arts and Sciences. [https://myweb.bucknell.edu/academic-areas/college-arts-sciences/college-arts-sciences-forms](https://myweb.bucknell.edu/academic-areas/college-arts-sciences/college-arts-sciences-forms). There are some professional development funds also available through the department. Faculty who pursue grants should also request funding for student and faculty conference travel and registration through the granting agency if possible.
Faculty and students should consider events beyond GSA, AGU, SEG, etc. These include conferences convened by groups like SACNAS, NABG, AISES, GeoLatinas and others. Funds are available from the Dean’s office and department for these conferences. Faculty should also consider including these conferences and workshops in grant proposals.
3. **Community support and mental health resources**

**Finding Accommodations & Moving Expenses**
Help for employees in finding accommodations is handled on a casual basis by email in the department after hiring. The are lodging options frequently listed in the Message Center, and prior to hiring current Bucknell employees can provide this information to new hires or post a request for accommodation to the Message Center for the employee. Access Message Center through [https://mybucknell.bucknell.edu](https://mybucknell.bucknell.edu).

Bucknell offers some housing options for rent to employees. These options are quite limited. Information is available at [https://www.bucknell.edu/azdirectory/human-resources/relocation-information](https://www.bucknell.edu/azdirectory/human-resources/relocation-information). To request housing, employees can contact Lori Wilson, Director Business Services or Taylor Kirby, Finance Operational Support Specialist at rentals@bucknell.edu to put their name on the housing request list.

Reimbursed moving expenses are provided by Human Resources and the amount is included as part of the hiring process. Additional information on relocation is available at [https://www.bucknell.edu/azdirectory/human-resources/relocation-information](https://www.bucknell.edu/azdirectory/human-resources/relocation-information).

**Immigration & Visas**
Immigration and visa information for faculty, staff, and exchange visitors is available at: [https://www.bucknell.edu/azdirectory/general-counsel/immigration-visa-information-faculty-staff-exchange-visitors](https://www.bucknell.edu/azdirectory/general-counsel/immigration-visa-information-faculty-staff-exchange-visitors)

In general, Bucknell sponsors H-1B non-immigrant visa for tenured or tenure-track faculty. However, Bucknell can sponsor H-1B for visiting assistant professor positions with strong support from the department. Initially, Bucknell may offer to acquire a J-1 visa for VAP, but this category of visa requires the beneficiary to leave the U.S. after the term ends and does not allow the individual to return to the U.S. after a certain amount of time. Therefore, it may not be ideal if the individual plans to stay in the U.S. and change jobs after their employment with Bucknell.

If the VAP decides to acquire H-1B or tenure-track faculty decides to acquire permanent residency through Bucknell’s sponsorship, the filing fee and the related attorney fees must be paid for by Bucknell. Note that Bucknell usually hires an outside law firm for visa processing and pays the associated fees only for individuals directly employed by Bucknell. The fees associated with acquiring visas for family members will have to be paid personally. Jennifer Figueroa ([j.figueroa@bucknell.edu](mailto:j.figueroa@bucknell.edu)), Director of the International Student Services, is very knowledgeable about visa processing. Department chair can advocate on behalf of the faculty and should provide extra support in visa acquisition, such as petitioning with the dean or other decision-making body within the university.

**On Campus Resources**
A collection of anti-racism resources from the Provost’s Office of Diversity, Equity, and Inclusion
The general policies here including sexual misconduct and discrimination policies can help employees determine if official policies have been violated and to whom they should report violations.

https://myweb.bucknell.edu/policies

There is a Working Group for Faculty and Staff of Color. There are some on campus resources for LGBTQIA+ employees at https://www.bucknell.edu/life-bucknell/diversity-equity-inclusion/lgbtq-resources. Accessibility resources for employees and students are available at https://www.bucknell.edu/life-bucknell/diversity-equity-inclusion/accessibility-resources. The webpage on diversity, equity, and inclusion includes some other resources for groups. https://www.bucknell.edu/life-bucknell/diversity-equity-inclusion. Employees can find information on the Office of Civic Engagement, Common Ground, the Griot, the Center for the Study of Race, Ethnicity, and Gender, and the China Institute at this site.

Mental health and other resources are available to all department benefits-eligible staff and faculty through the Employee Assistance Program. To talk to a counselor about any work or life issues, call 866-799-2728 or go to https://members.healthadvocate.com/Account/OrganizationSearch. For Health Advocacy, also call 866-799-2728 any time or email answers@HealthAdvocate.com for assistance with navigating the healthcare system. Mental health services are also covered by all Bucknell health plans and are accessible through the benefits page at https://www.bucknell.edu/azdirectory/human-resources/employee-benefits.

For general campus Health & Safety resources: https://myweb.bucknell.edu/health-safety-resources

Mailing Lists
Faculty and staff are automatically enrolled in the faculty and staff lists respectively. Employees may post to their own list and to the Message Center available on mybucknell.bucknell.edu. Employees are also included on the FacStaff list which only has a few potential posters. There is a vforum list for faculty discussions that employees can opt into. Vforum is maintained by faculty members and an invitation to all new faculty is periodically circulated. Many of the organizations listed in the Professional Development section below have mailing lists open to members and non-members.

4. Skillset support resources

Teaching
Each professor will have skills necessary for the course, and we (the department) evaluate these at time of appointments. Faculty have access to university owned vehicles, GPS,
compasses, and other equipment owned by Bucknell. Local sites commonly used for introductory labs and local knowledge are exchanged by professors at Bucknell. In addition, our Lab Director has detailed knowledge of material available for both indoor and field. Traditionally the Teaching and Learning Center (TLC) offers pre-semester workshops for generating new teaching materials. In addition, TLC offers weekly meetings for faculty to continue to evolve their pedagogical approaches and discuss aspects of teaching at Bucknell.

Research
Bucknell and the Geology & Env. Geoscience Dept has a good array of equipment available for the breadth of research and we expect that faculty will have proficiency in equipment required for their research. Any equipment that you haven’t used before is also available for your use, and we have either produced shortcut instructions on using equipment OR a colleague that has expertise in that equipment will work with you so that you can also use it. Equipment in other departments at Bucknell may be accessed, however, the process to use and become trained on that equipment varies.

Service
Discussion with other colleagues in the department is the most common way most service related skills or knowledge are supported. The TLC offers workshops and training for advising students for course selection and career advice. Faculty Council solicits volunteers for University-wide committee positions each year. Service expectations are outlined in the Department’s DRC statement.

5. Professional development resources

Teaching/pedagogy
On-campus resources include:
- [The Teaching and Learning Center (“TLC”)](https://bucknell.edu/teaching-learning-center)
- [Diversity, Equity and Inclusion Office and Resources](https://bucknell.edu/diversity)
- Digital Pedagogy and Scholarship Office [https://dps.bucknell.edu/what-we-do/](https://dps.bucknell.edu/what-we-do/)
- [The Writing Center](https://bucknell.edu/teaching-learning-center/writing-center)

On-line resources include:
- [The 2021 Vision and Change in the Geosciences report](https://www.nationalacademies.org/news-events/vision-change-2021)
- Science Education Resource Center “SERC” [https://serc.carleton.edu](https://serc.carleton.edu)

Project management/budgeting
- Nicole Persun, Associate Director of Business Operations, College of Arts and Sciences, [nicole.persun@bucknell.edu](mailto:nicole.persun@bucknell.edu)
- [Office of Sponsored Projects](https://bucknell.edu/business-development/sponsored-research)

Media training and Public Speaking
Bucknell Communications Office [https://www.bucknell.edu/azdirectory/communications](https://www.bucknell.edu/azdirectory/communications)

Proposal writing
[Bucknell Office of Sponsored Research](https://bucknell.edu/business-development/sponsored-research)
Design/drafting of figures using Adobe Suite/Python/ArcGIS
Digital Pedagogy and Scholarship Office https://dps.bucknell.edu/what-we-do/

Professional Societies
- Geological Society of America membership
  https://www.geosociety.org/GSA/Membership/join_renew/GSA/Membership/home.aspx
- American Geophysical Union https://www.agu.org/Join
- Society for Advancement of Chicanos/Hispanics and Native Americans in Science
  https://www.sacnas.org/
- National Association of Black Geologists http://www.nabq-us.org/
- AISES https://www.aises.org/
- GeoLatinas https://geolatinas.weebly.com/
- AAAS https://www.aaas.org/
- AWIS https://www.awis.org/
- AWG https://www.awg.org/
- Asian Americans and Pacific Islanders in Geosciences (AAPliG):
  https://www.aapigeosci.org

Fellowships, internships, summer experiences, field course opportunities (for students)
- ESRI https://giszone.blogs.bucknell.edu/2013/02/20/job-internships-opportunities-with-esri/
- IRIS https://www.iris.edu/hq/internship/
- LDEO https://www.ldeo.columbia.edu/education/programs/summer-internship/lamont-summer-intern-program
- Geological Society of America
  https://www.geosociety.org/GSA/Education_Careers/Field_Experiences/sip/GSA/fieldexp/sip/apply.aspx
- SAGE https://summerofappliedgeophysicalexperience.org/
- Ford Graduate Fellowship
  https://sites.nationalacademies.org/PGA/FordFellowships/index.htm
- Field camp scholarships
  https://www.geosociety.org/GSA/Education_Careers/Field_Experiences/GSA/fieldexp/home.aspx
- USAJOBS https://www.usajobs.gov/
- PA DEP internships
  https://www.dep.pa.gov/About/Employment/Jobs/Pages/Internships.aspx
- AGI internships https://www.americangeosciences.org/policy/internships-and-fellowships
- DOE internships https://www.energy.gov/jobs/careers/students-recent-graduates
- TAMU (mostly wildlife biology but some postings are on water resources and geology
  https://wfscjobs.tamu.edu/job-board/

Outline departmental and regional seminars, presentation opportunities, and opportunities to
meet with speakers for building a professional network (for students)
6. Outreach resources

Outline opportunities, expectations, benefits, and/or compensation for mentoring new hires and/or students who wish to engaged in belonging, accessibility, justice, equity, diversity, and inclusion (Be A JEDI) efforts.

- At this time the Department of Geology and Environmental Geosciences does not have a formal mentoring program for new faculty hires or for students that wish to participate in Be A JEDI efforts.

- The Provosts office maintains an information website designed to be of use to new hires: https://myweb.bucknell.edu/academic-areas/provost/faculty-resources/new-faculty-orientation
  - New Faculty FAQ
    Answers to your most frequently asked questions.
  - Planning Calendars
    Keep track of the life of the University and be aware of important deadlines.
  - Important Contacts
    Useful names, numbers, and links.
  - Offices and Resources
    Take advantage of these office and resources.
  - Faculty Development Opportunities
    Information about development opportunities including sabbatical leaves, curriculum development and travel grants; includes links to commonly used travel Forms.
  - External Grants
    The Office of Sponsored Projects provides assistance to faculty, students and academic staff in their research and creative efforts by identifying funding sources, reviewing and approving proposals, and general oversight of awards.
  - Review Procedures
    Review procedures for retention, tenure and promotion.
  - Faculty Governance
    The University operates under a shared governance model whereby faculty and administrators work together to accomplish the mission of the Institution.
  - Leaves of Absence
    A description of available leave types.
● **Griot Institute for the Study of Black Lives & Cultures**

The Griot Institute for the Study of Black Lives and Cultures provides faculty and student intellectual and creative engagement with the interdisciplinary investigation of the cultures, histories, narratives, peoples, geographies and arts of Africa and the African diaspora.

● **Office of Diversity, Equity and Inclusion**

Welcome to our anti-racism resource site. This list of resources, broken into different categories, is a collaborative effort that has emerged from the work of many Bucknell Departments including Diversity & Inclusion in Student Affairs, The Griot Institute for the Study of Black Lives and Culture, Center for the Study of Race, Ethnicity & Gender (CSREG), The Office of Civic Engagement, and Library & Information Technology.

The Department of Geology and Environmental Geosciences recognizes that people of color and women are commonly asked to participate in department and university committees at a much higher rate than white male colleagues. We recognize that this potentially imposes a significant time tax burden. If a BIPOC or women member of our faculty is not comfortable turning down an invitation to participate in committee work they may consult with the department chair about how to prioritize committee work and for strategies to decline invitations.

Information on honoraria and establishing/charging speaker fees

- The University Lectureship Committee (ULC) has funds to help bring outside speakers to Bucknell.

- The Committee attempts to distribute its limited funds as equitably as possible across the campus. We also try to stretch the impact of each ULC dollar by encouraging multiple presentations (sponsors often report that speakers are happy to visit a class, give a more technical colloquium, or consult with faculty during their visits). And because the ULC can rarely cover the entire cost of a speaker, we strongly encourage co-sponsorship whenever possible. Co-sponsorship helps broaden the audience and publicity for speakers in addition to spreading the financial burden.

- The ULC supports three kinds of public lectures. At the department level, grants are given for up to $500. For interdisciplinary speakers, the grants may range up to $1,000. And for a nationally-known speaker with wide campus appeal, the grants may extend to $1,500, our maximum figure.