

National Digital Stewardship Residency 2016-2017

Host Institution Commitment Checklist

To be signed by the same individual who signs the Letter of Commitment.

The success of the residency experience is dependent upon the commitment of host institutions and mentors. Host institutions selected to participate must provide the resources necessary to ensure a robust learning environment. The following criteria are required of all host institutions and management:

Primary and secondary supervisors/mentors should:

- Be full time staff. Contractors, not-to-exceeds (NTEs) or temporary staff members are not to be assigned as a mentor/supervisor of NDSR residents.
- Have the time and resources to fully mentor and professionally develop residents for one year.
- Be able to attend all scheduled mandatory NDSR host meetings, to work with NDSR staff to plan for educational enrichment series and core educational experiences.

Allow at least one mentor to attend all components of the week-long Immersion Workshop at the beginning of the residency and present an overview of their institution's organizational structure, priorities, and digital stewardship activities and outline the host project and expected outcome.

Integrate residents into the organizational culture of the institution. The residents should be allowed and encouraged to accompany mentors/ supervisors to senior staff, policy and planning meetings, and should be introduced to other staff and management. The resident is to be regarded as any other staff member on a team.

Ensure that the organization's management and staff will be informed of the resident's position and requirements, and that full cooperation is required.

Supply proper work station or cubicle, supplies, and equipment (telephone, desk top PC with printer or lap top wired to printer, organizational email and telephone, accessibility to all software) required for the successful completion of the resident/host project, as well as communication with other residents and NDSR project management staff.

Not place the resident in an "acting" position on any team to supplement the organizations staffing. However, the resident can serve as a co-team lead (project lead) or team lead on their project or on a project integral to the completion of their official assigned project.

Provide monetary support and time off for the resident to attend at least one local conference and/or training event.

Provide space and resources to host one enrichment session.

I agree to provide the necessary resources to fulfill the requirements as outlined in this document.

Signature

Date

Printed Name

Organization Name