CNR Faculty Mentoring Committee Guidelines

December 07, 2012 (as amended)

Mentoring Committees for Non-Tenured Tenure-Track and Non-Tenure Track Faculty

Purpose:

- The mentoring committee helps guide the junior faculty member through the various requirements of the university, provides recommendations for accomplishing responsibilities in a timely fashion, and advises about ways to work with the university system (e.g., OSP, university service). The committee will provide candid, constructive feedback and encouragement to help cultivate success. The overall mission is to create an environment in which the faculty member should have the opportunity to prosper and succeed. The committee serves until the time a faculty member's application for promotion and tenure has been submitted.

Committee membership:

- Eligibility
    - Tenured faculty members who are senior in rank to the mentee may serve on mentoring committees.
    - All faculty members eligible to vote in promotion and tenure decisions may expect to serve on a mentoring committee at some point in time. Mentoring responsibilities should be included in annual position descriptions.

- Selection
    - The committee will consist of three members. At least one member must be from within the department. At least one member must be from outside the home department. Members are selected by the mentee in consultation with the Department Head and the Associate Dean for Academics.
    - At least one member must be familiar with scholarship in the mentee's area of research.
    - Appointment will be made within three months of the faculty member's initial appointment.
    - One committee member will be appointed chair of the mentoring committee.
    - If the faculty member is a woman or self-identified minority, strong consideration should be given to having at least one woman/minority member on the committee. The intent is to find committee members who are able to relate to any individual circumstances faced by the faculty member.
    - Committee membership may change over time, but there should always be at least one continuing member to provide consistent guidance over time.

Mentoring Committee Responsibilities:

- Meetings with the faculty member
    - The mentoring committee chair should schedule at least one meeting of the full committee and the faculty member each year.
    - Meetings will cover various topics, for example: career goals; progress toward promotion and tenure; teaching program; work/life balance and time management; strategies for developing a funded research program; achieving national exposure;

appropriate types and levels of department, college, university and external service; engagement in interdisciplinary activities; what is valued in the departmental and college culture; how to recognize and recruit outstanding graduate students; how to supervise teaching assistants; building one's lab; research ethics and regulations.

  - Prior to the meeting, committee members should review the faculty member's current CV, publications, and other pertinent materials. The mentee may decide whether or not to share his or her annual performance evaluations with the committee.

  - Committee input – either individually or collectively – should be provided as the faculty member develops his/her annual position descriptions.

- Evaluation of teaching.
  - By the end of the faculty member's second year of teaching, one or more members of the mentoring committee, or another faculty member invited by the chair of the mentoring committee, will conduct an evaluation of the mentee's teaching. This will include reviewing course materials (syllabi, assignments, lecture notes, etc.), attending at least three class sessions (or an appropriate sample, for non-traditional classes), and providing written assessment of teaching strengths and weaknesses, as well as recommendations for improvement.

- Informal advising
  - Agreeing to serve on a mentoring committee signals a commitment to help the junior faculty member outside formally scheduled activities, and this may include meeting outside of normal work settings, reviewing manuscripts or grants, sharing one's own promotion package, or other activities. This is both a professional and a collegial/social responsibility

- Documentation
  - Written materials and conversations between the committee and mentee are confidential. The mentee may choose whether or not to have the committee provide formal evaluations or other material to his or her Department Head or Dean.

Faculty Member Responsibilities:

- Proactively seek out committee member advice and support. Also seek personal and professional advice from other external or peer mentors.

- Provide an up-to-date CV (in UI format), teaching evaluations, and position description to the mentoring committee once each year.

- Be prepared to discuss how the mentoring committee's previous suggestions have been addressed and identify any specific concerns or issues.

- Consult with the Department Chair or Associate Dean for Academics if there are concerns about the composition and functioning of the mentoring committee.