

MENTORING OF PROBATIONARY FACULTY IMPLEMENTATION PLAN

PURPOSE

To provide a plan for implementation of a mentoring process that would:

1. Identify tenured faculty who would be willing and able mentors.
2. Contact potential mentees, both those newly hired and not yet on board and those already on board.
3. Determine for each potential mentee:
 1. if a mentor is desired
 2. any special experience or knowledge desired for the mentor.
4. Assign mentors to mentees.
5. Accept and act on requests for a change in mentors.
6. Accept and act on a request to extend the mentoring relationship beyond the initial year.
7. Follow-ups (confidential) and assessment of the overall mentoring program.

ACTIONS

1. Faculty Senate creates a Mentoring Committee and its composition and approves its listing in the Handbook.
 1. Suggested wording for the Handbook is attached.
 2. Action should be taken on April 25.
2. Faculty Senate appoint a Senator to serve as Chair of the Mentoring Committee.
 1. Action should be taken on April 25.
3. Colleges should elect tenured faculty members to serve on the Mentoring Committee. However, in the interest of time, the initial Committee membership should consist of volunteers nominated by Senators with an election of Committee members by Division faculty during Getting Started Week for the 2008-2009 academic year
 1. Action should be taken on May 2.
4. Chairman should convene a meeting of the Committee as soon as possible for the purpose of approving a letter to the faculty soliciting volunteers willing to serve as mentors.

5. Committee should prepare a letter to newly appointed faculty and to faculty appointed after July 2005 explaining the mentoring program, asking whether they desire a mentor, and providing a listing of desired attributes of the mentor from which to select. (For example, a mentor with experience in applying grants or a mentor with publication experience in peer reviewed journals.) Development of the appropriate and achievable attributes may require considerable discussion within the Committee.
 1. Action should be taken by 30 June.
6. Committee should present the program to the faculty during Getting Started Week. Separate presentations should be scheduled for tenured faculty and for the body of potential mentees (faculty appointed after July 2005).
 1. Action is to schedule the presentations with the Provost's office and to prepare those presentations.
7. Appoint mentors and notify the mentor and the mentee. The mentor should initiate contact with the mentee.
 1. Committee should consider a reception during the second week of classes featuring initial comments by the Senate President and the Provost and attended by mentors and mentees. Getting Started Week usually is too filled with activities to provide a convenient time for the reception.

DRAFT HANDBOOK LANGUAGE

Academic Affairs Committees

- n. The Mentoring Committee shall consist of a Chair elected by and from within the Faculty Senate and one member from each division of the faculty. Except for appointments in the first year of the mentoring program, members shall be elected from the divisions. In the first year, members of the Mentoring Committee shall be appointed by the Faculty Senate and shall serve the first year or a shorter that extends until the Senate schedules an election by the divisions. All members of the Mentoring Committee shall be tenured.
- 1) The Mentoring Committee shall report to the Faculty Senate.
 - 2) The Mentoring Committee is responsible for soliciting tenured faculty to serve as mentors and for overseeing the assignment of mentors to mentees.
 - 3) The mentor shall not be from the Department to which the mentee is assigned.
 - 4) Mentors shall not serve on their mentee's DRC or in any other way provide information for evaluations of the mentee. This provision is necessary in order to provide a relationship that inspires confidential and frank consultation between the mentor and the mentee.
 - 5) Service as a mentor shall be accorded recognition as service to the University equal to that accorded for service on a University committee.