MEMORANDUM

DATE: May 19, 2009

TO: Faculty of the College of Arts & Letters

FROM: Manjunath Pendakur, Dean

Dorothy F. Schmidt College of Arts & Letters

SUBJECT: College Mentoring Program

Rationale:

Assistant professors are appointed to tenure track positions because they have the potential to excel in research/creative activity, teaching, and service. The candidate for tenure/promotion has primary responsibility for meeting departmental, College, and University standards.

The department Chair is the principal mentor of junior faculty, but the tenured faculty members in the department have a professional responsibility to mentor new colleagues by serving as a resource for information about important matters, such as organizational culture, policies, research/creative activities, teaching, grant writing, leading journals, or conferences.

Procedures:

In the first semester of an untenured faculty member’s employment, two mentors will be appointed to work with that faculty member. One mentor will be from the faculty member’s department and the second mentor will be from another department in the College. Mentors will be appointed in the following manner:

The Department Chair, in consultation with the faculty member, will appoint a departmental mentor. Mentors may be selected from the department’s personnel/promotion and tenure committee members. The Chair will then work with the mentee and the Chair of another department in the College to identify an appropriate mentor from that other department.

Mentors shall be tenured faculty selected for their experience, knowledge, accomplishments, and sensibilities so that the mentor-mentee relationship is beneficial. The mentor and the mentee shall meet at least once a semester. Mentors may be changed after the candidate’s 3rd year review, so that mentees can become familiar with more tenured colleagues in the department and college.

The Chairs will report the list of mentees and mentors to the Dean in September of every year. Mentorship of junior faculty will be assigned as service in the annual faculty assignment, and the Chair will recognize the mentor’s contributions as service in the annual performance reviews.