

College of Health and Human Performance (Optional) Mentoring Program Guidelines for Full-Time, Non-Tenure Accruing Faculty

These Guidelines are intended to provide guidance in the (optional) mentor assignment process for full-time, non-tenure accruing faculty (e.g., lecturers, clinical faculty) within CHHP Departments.

Purpose of Mentoring

The purpose of mentoring faculty is to establish relationships with more experienced, faculty that serve to offer support, encouragement and guidance as they strive to meet the expectations for successful advancement/promotion in their department, College and University, and profession.

Participants

The **mentor** provides advice and counsel to the early career faculty member on any and all professional matters, including consultation assessing the mentee's progress toward promotion. The particular dimensions of this relationship depend on the needs of the mentee.

The **mentor and mentee** should collaborate to develop a mentoring plan that takes into consideration the early career faculty member's professional goals and faculty assignment. It is suggested that meetings take place to discuss teaching and service as related to Departmental/College expectations for promotion; teaching practices and concerns, and collegial relations within and outside the department. All such communications will be confidential.

Department Chairs construct mentoring assignments, promote and assess mentoring relationships annually, and provide mentees with information regarding professional resources that are potentially helpful to newly-appointed faculty.

The **Associate Dean for Faculty and Staff Affairs** oversees and provides support for the mentoring program, including: maintaining a list of mentors for the early career faculty within the college; researching and distributing relevant materials and resources; receiving feedback on the mentor program and recommending appropriate changes for these Guidelines.

Procedures for Assigning Mentors

1. Faculty will meet with the Department Chair within the first semester of employment to discuss the mentorship program (i.e., purposes, goals, roles of the mentor and mentee) and to identify possible mentors if the faculty member desires to participate in the optional mentoring program.

2. The faculty mentor should be a member of the department. Mentors need not be faculty members within the specific field of expertise of the mentee. The Department Chair will contact nominated individuals and determine their willingness and availability to serve as mentors. Due to their obligation to provide annual written evaluations of faculty members, Department Chairs may not serve as mentors for faculty within their department.
3. The Department Chair will appoint the faculty mentor based on the discussions with the faculty involved. The mentor will serve in this role for a period of one year, unless circumstances necessitate a briefer time frame.
4. The Department Chair will meet with the mentor and mentee, together or separately, at the end of the academic year, or sooner if warranted, to discuss the helpfulness of mentoring and determine whether the current arrangement will continue or a new mentor chosen.
5. The faculty mentor will not issue any written report. The College recognizes that the mentoring role and the evaluative role are separate processes which are sometimes in conflict. Thus, while the mentoring process must include consultation regarding the early career faculty member's progress toward promotion, no written assessment of that progress by the faculty's mentor(s) is required nor suggested.
6. If a mentor is no longer able to perform his/her mentoring function, he/she shall notify the Department Chair and a new mentor will be appointed. A mentee has the right to ask for a change of mentors at any time by notifying the department chair.
7. Mentoring will become part of the annual assessment and mentoring will be recognized by the Department Chairs and the college administration as an important part of a faculty member's service role within the Department and College.

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