**Mentor and Mentee Guidelines**

**UL Promotion & Tenure Committee**

Over the years the UL had a semi-formal mentor and mentee program in place to assist faculty in a tenure-track position to successfully navigate the tenure and promotion process at UNM. While a formal set of expectations and procedures has not been codified, changes in the UL organizational structure coupled with UL and UNM administrative changes dictate a need for a clear and concise set of guiding principles to which the mentor and mentee will adhere.

**Role of Mentor:**

* The Mentor shall be a tenured UL faculty member with a full-time appointment.
* A mentor will help familiarize tenure track faculty with UL and UNM professional values and performance standards.
* Assist new faculty in developing a sense of community within the UL and UNM.
* Communicate effectively UL and UNM expectations for tenure and promotion.
* The Mentor will assist in identifying publishing or grant opportunities as well as potential co-authors or principle investigators.
* Meet monthly with mentee.
* Review Code packets for content, format, and completeness prior to date of submission
* Provide collegial support.
* Assist Mentee in abiding by the P&T dossier preparation check list.
* The Mentor represents the Mentee and reports on Research and Service during Code 1, 2, 4, and 5 reviews.

**Role of Mentee**

* The Mentee is ultimately responsible for his or her tenure.
* Tenure track faculty shall choose mentors from the list of eligible tenured faculty.
* Tenure track faculty shall review the list of eligible mentors and meet several prior to the selection of one’s mentor.
* Meet monthly with Mentor.
* Seek advice and assistance in upcoming Code Reviews.
* In addition to a formal mentor, a mentee is encouraged to work with informal mentors who will assist in librarianship, scholarship and service.

**Role of UL Administration:**

1. No administrator with the title of Dean or Deputy Dean is eligible to become a mentor.
2. No Associate Dean can be a mentor.
   * If, upon the decision of the UL Faculty, an Associate Dean will be allowed to engage in the mentoring process, the Associate Dean shall not participate in the mentee’s discussion during the tenure process. The Associate Dean will provide feedback to the UL tenured faculty during the Code 1, 2, 4, or 5 discussions.
   * If an Associate Dean is a mentor, the Associate Dean shall recuse themselves from any discussion that my take place in other non -tenure and promotion meetings.
   * No mentor can vote on a mentee’s promotion or tenure matters. Mentors will be expected to engage in appropriate discussions at the Code 1, 2, 4, or 5 levels.

At the 10/22 UL Faculty meeting, please vote for one of the above criteria.

1. The Dean of the UL will meet once per semester with Mentor and Mentee to assure effective communication/understanding will all parties involved in the tenure/promotion process.
2. The Deputy Dean will meet quarterly with each mentee individually.
3. The Dean, in consultation with the UL Promotion & Tenure Committee will develop a list of eligible faculty mentors.

**Other:**

* Either party may request a separation or different mentor or mentee at any point of the tenure track process.

1. Supervisors cannot be a Mentor to faculty that report to them.
2. Either party may request a separation or different mentor or mentee at any point of the tenure track process without negative consequences.

Approved by UL Faculty 11/5/2012