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| Chairs,There is a request from the Provost's office to document our policies on junior faculty mentoring.  I believe that we do have all the elements we need in place.  This is just a summary of what we do already and some new things we plan to do in the future. [1] While it appears that all departments have a junior faculty mentoring program, I urge you to make sure that the process is documented--a simple spreadsheet in your office listing who is mentoring whom each year should be enough.[2] We need to track the quality of the mentoring program.  The best way to do it is to ask the junior faculty at the annual review time how well the mentoring is going and to include an explicit statement about it in your evaluation statement.  The mentor should be changed immediately and without prejudice if things just do not work out as well as expected.[3] It is critical for the junior faculty to have a good understanding of the promotion expectations.  Each department should dedicate one faculty meeting each fall to reviewing the promotion guidelines and to discussing departmental expectations regarding tenure and promotion at all levels.[4] Each fall the Dean will hold a junior faculty orientation meeting early in the fall to answer questions about the promotion and tenure process.  The meeting will center on the new hires, but all junior faculty will be invited to attend.Regards,Catalin |