

Mentoring Guidelines

College of Human Ecology Department of Policy Analysis and Management,

Mentoring

The Policy Analysis and Management Department in the College of Human Ecology has the following formal policies and procedures for mentoring, including appointment of Mentors and their responsibilities.

Appointment of the Mentor

Within the first six months after initial appointment the assistant professor in collaboration with the Department Chair will choose The Mentor among PAM faculty members eligible to vote in tenure cases. The Mentor can be changed under a mutual agreement between the Assistant Professor and Department Chair.

Responsibilities of the Mentor

Ongoing responsibilities

It will be the responsibility of the Mentor to meet with the assistant professor informally throughout the year and provide guidance and help with his/her progress toward reappointment/tenure.

In April each year The Mentor will provide guidance and help to the assistant professor in organizing the required documentation for department faculty reviews: annual review (years 1,2,4 and 5), reappointment (year 3) and tenure (year 6). The Mentor serves on the Review Committee for annual, reappointment and tenure reviews.

All faculty members eligible to vote in PAM tenure cases will be responsible for mentoring junior faculty. Examples of mentoring activities are:

- Research: reviewing papers, grant reports, and other written materials, providing information regarding research and professional meetings, associations and the like.
- Teaching: visiting classes taught by the assistant professor and providing supportive feedback, organizing teaching help/training if requested, reviewing class materials and student evaluations with the candidate, and the like.
- Extension/outreach: reviewing planned curricula, target marketing strategies and methods of delivery with the candidate, providing support and assistance with project planning and technical problems, and the like.

Responsibility at time of annual reviews

With the guidance and help of The Mentor, the assistant professor will compile the documentation for the annual review file. The Mentor serves on the annual Review Committee. After discussion, The Mentor co-signs a written report with the other Review Committee members.. (For information on how this file is handled, please see “Policy-Analysis-and-Management-Tenure-and-Promotion-Policies at <http://>

As soon as reasonably possible after the annual review meeting, the Department Chair and The Mentor will meet with the assistant professor to discuss the faculty review of their file and to provide specific feedback regarding areas of improvement.

Responsibility at time of Third Year Review

With the guidance and help of The Mentor, the assistant professor will compile the documentation for the reappointment file.

The Department Chair, The Mentor and the assistant professor will then meet to determine the completeness of the file. After the file is deemed complete by the Department Chair and the Mentor, the Department Chair will give the file to the Review Committee.

The Mentor serves on the 3rd Year Review Committee. After discussion, The Mentor co-signs a written report with the other Review Committee members.

The Department Chair and The Mentor are responsible for tallying the votes of the Review Committee.

A written summary of the tenured faculty’s discussion and vote on the assistant professor’s reappointment will be prepared by the Department Chair in conjunction with The Mentor.

Responsibility at time of Tenure

The Department Chair and The Mentor will meet with the assistant professor six months before the tenure review process is to begin. At this meeting they will discuss the process to be followed and set a time schedule for the tenure review process.

With the guidance and help of The Mentor, the assistant professor will compile the documentation for the tenure file.

The Mentor works with the Department Chair in assembling the confidential portion of the candidates tenure file.

The Department Chair, The Mentor and the assistant professor will meet to determine the completeness of the tenure file. Once the file is certified complete by the Department Chair and The Mentor, no further additions or deletions will take place with one exception, changes in the status of manuscripts will be noted as they occur.

The Mentor serves on the Tenure Review Committee. After discussion, The Mentor co-signs a written report with the other Review Committee members.

If, during the meeting of the tenured faculty members to discuss and vote on the assistant professor's tenure file, they vote that the file is seriously incomplete, steps will be taken by The Mentor and the Department Chair to make it complete.

The Department Chair and The Mentor are responsible for tallying the votes on tenure.

A written summary of the tenured faculty's discussion and vote on the assistant professor's tenure file will be prepared by the Department Chair and co-signed by The Mentor.