

**Revised routine mentoring procedures
Adopted by vote of the faculty March 2008**

Background. The following changes in guidelines related to our routine mentoring process were suggested in an attempt to streamline activities. We believe that the changes will cut down on our work load considerably, keep a fair amount of the responsibility on the individual being mentored, but not allow us to shirk our responsibility to provide regular and meaningful feedback. These changes should allow mentoring committees to write reports that are evaluative rather than summative and evaluative, as is the case at present. These guidelines were discussed at a Departmental meeting on 2/14/08 and approved by an "e-vote" of the faculty in March 2008.

Notes: No changes were proposed in the following: (1) Mentoring frequency (annually for Assistant Professors, biennially for Associate Professors), (2) Constitution of mentoring committees, (3) Current procedures for peer mentoring of teaching, and (4) The promotion and tenure process during the year of consideration for promotion or tenure, nor post-tenure review procedures.

Revised procedures:

(1) The standard mentoring procedure for all tenure-track, research, and courtesy Assistant and Associate Professors, outlined below, will occur annually for Assistant Professors and biennially for Associate Professors, during winter or spring term. Instructors may request mentoring, if they so desire.

(2) Each person due for mentoring shall be asked to prepare a summary of his or her activities and accomplishments since the last mentoring, based on their current job description, and a written self-assessment. The self-assessment shall be based on activities that have occurred since the most recent previous assessment, and will ordinarily be < 1 page in length. A standard form for this summary and self-assessment (the Periodic Activity and Self-Assessment Report form), similar to that we have used when salary raises are being decided, will be provided. (If a Courtesy faculty member is already required to complete such a summary and assessment for their employer, e.g., USDA, the faculty member can submit this instead of the Departmental form.) The form will include specific prompts and will also include space for the P&T Executive Committee (or the appointed mentors; see below) and for the Department Chair to write evaluative comments. The self-assessment, along with an updated c.v. will be submitted to the administrative support person handling promotion and tenure documents.

(3) Assistant and Associate Professors (or Instructors, if they request mentoring) being mentored will be offered the opportunity to meet with a two-person mentoring team during the years in which mentoring occurs. Research and courtesy professors may decline this opportunity if they wish, in which case comments on their file will be written by the P & T Executive Committee and the Department Chair, using the space provided on the form. Tenure-track Assistant professors and tenured Associate Professors, however, will be expected to accept this offer, and comments on their file will be written by that two-person committee and the Department Chair.

(4) The full P&T committee (tenured instructors and tenured and tenure track assistant, associate and full professors) will then discuss each file. All members of

the full P&T committee participate in this discussion of files, regardless of relative rank.

(5) The mentoring team will write a brief summary of the full P&T committee's discussion on the Periodic Activity and Self-assessment Report form, and this summary will be made available to the person being mentored, the P & T Executive Committee, and the Department Chair.

(6) The evaluation form with written comments from the P&T committee, and those added by the Department Chair, will be made available to the person being mentored, who will be asked to sign the document and provide written rebuttal/response as appropriate. The form, and any written rebuttal/response, will then become part of the individual's personnel file. Subsequent discussion with P&T Executive committee, the mentoring committee, or the Department Chair will be arranged if warranted.

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