

Guidelines for Mentoring of Junior Faculty

Goals:

The Chemistry Department wants to provide the advice and professional development necessary for all tenure track faculty to be successful, as demonstrated by excellence in teaching, research, and service.

Structure:

In order to support this success, the department is committed to supporting the professional growth of each untenured faculty member. To this end, each untenured faculty member is assigned a mentoring committee by the Chair, comprising three tenured faculty members with up to two from Chemistry. This assignment will count toward the service contribution of mentors. The following document details the minimum expectations from this mentoring committee. The Chair collaborates with the untenured faculty to appoint this committee, aiming to include members with relevant expertise in the faculty member's teaching and research field within and outside the department. The Chair also clarifies the departmental expectations with the mentoring committee and the candidate.

The mentoring committee should meet with the candidate on a biannual basis, ideally near the end of spring and fall semesters, to discuss various aspects of the faculty member's professional development, including teaching, research agenda, publication strategies, networking, service commitments, progress in submission of manuscripts and grant applications. The junior faculty member will reach out each semester to choose a time that works for the faculty member and the mentoring committee. These discussions aim to clarify departmental expectations and offer guidance on achieving these benchmarks.

Throughout the probationary period leading to tenure consideration, the committee will collaborate closely with the junior faculty member. To assess teaching effectiveness, the committee should conduct classroom visits and review teaching methods, and evaluations. It is also expected that the candidate arranges for an annual peer review of his/her teaching with any member from the mentoring committee. For scholarship evaluation, the committee should discuss progress in manuscript submission, preparation etc. and identify any challenges that the candidate might be facing while offering advice on boosting their efforts to meet the P&T expectations, both at the department and campus levels. The mentoring committee is also expected to assist the candidate in preparing competitive proposals for funding agencies, responding to reviews, and identifying potential opportunities, as needed. The mentoring committee is expected to help facilitate the professional development of the faculty member and help the junior faculty member identify networking opportunities and speaker invitations. The mentoring committee will also discuss service contributions with the junior faculty member and give advice about how best to focus service activities in the pre-tenure years.

The Chemistry Department is committed to helping the junior faculty member maintain positive work-life balance and well-being. Therefore, the mentoring committee will also discuss time management, support activities and resources, and act as an advocate to the junior faculty member if there is anything that the Chemistry Department can do to help support the junior faculty member.

Since the mentoring committee is convened to support the success of the junior faculty member, the meetings will be considered confidential in the extent legally allowed (i.e. the mentoring committee members are mandatory reporters for Title IX complaints). However, the mentoring committee will report the date and time of the meeting to the Chair.

Continuity in mentoring committees is encouraged if the candidate feels that the discussion session with the mentors is beneficial. However, if the candidate feels otherwise, they may request new mentors during the annual evaluation by approaching the Chair.