

Department of Psychology
Lecturer and Visiting Assistant Professor Mentoring Guidelines
(Approved 2/23/15)

1. The Department of Psychology is committed to mentoring and advising new lecturers and visiting assistant professors in navigating their assigned duties, which primarily are in the area of teaching. We thus have mentoring committees whose purpose is to actively assist and evaluate the early career progress of non-tenure track faculty, normally through the period from hiring to the time that one's packet is sent forward for promotion.
2. Committees will be appointed by the Department Chair, who will consult with non-tenure track faculty in making appointments. Committees will normally consist of:
 - a. Two tenured faculty members in the department, with one serving as chair
 - b. If available, a Senior Lecturer from within the department or from another department within CLAS.
 - i. If this committee member is in another department, the chair of the mentoring committee will ensure that this committee member understands the department guidelines for promotion.
3. The non-tenure track faculty member will meet twice a year with the committee. It is the responsibility of the committee chair to call these meetings and to solicit information from the faculty member for distribution to the committee at least one week prior to each meeting. Such information includes material that is relevant to evaluating the faculty member's performance on their assigned duties (e.g., student and peer teaching evaluations, syllabi, access to online course sites, and any annual evaluation letters since the last meeting).
 - a. Normally, meetings will be held at the start of the year (i.e., goal-setting) and at the end of the year (i.e., evaluation), but the timing of these meetings can be altered based on the faculty member's needs as communicated to the committee chair.
4. At the bi-yearly meetings, the committee should discuss topics including:
 - a. The faculty member's short- and long-term goals
 - b. Progress towards goals since the last meeting
 - c. Identification and suggestion for remediation of any identified key problems or concerns
5. In addition to these ongoing evaluation and mentoring meetings, the mentoring committee will be responsible for:
 - a. Coordinating annual peer evaluations of the faculty member's teaching
 - b. Helping the faculty member prepare his/her annual report, if requested by the faculty member
 - c. Providing assessment and advice on readiness for promotion
 - d. Assisting, as appropriate, in the preparation of the faculty member's promotion packet and its presentation to the faculty