# Department of Psychology
# Tenure-Track Faculty Mentoring Guidelines (Approved 10/27/14)

1. The Department of Psychology is committed to mentoring and advising new faculty in navigating their assigned research, teaching, and service duties. We thus have mentoring committees whose purpose is to actively assist and evaluate the early career progress of tenure-track faculty members, normally through the period from hiring to the time that one's packet is sent forward for tenure and/or promotion.

2. Committees will be appointed by the Department Chair, who will consult with the tenure-track faculty in making appointments. Committees will normally consist of:
   a. Two tenured in-area faculty members with one serving as chair
      i. In cases where there is only one tenured faculty in an area, the committee can either be reduced by one person, or an additional out-of-area faculty can be added if desired by the tenure-track faculty member.
   b. One tenured out-of-area faculty member
   c. One tenured out-of-department faculty member
      i. If this committee member is in another college (i.e., not in CLAS), the chair of the mentoring committee will ensure that this committee member understands the department and college guidelines for tenure and promotion.

3. The 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, but is not limited to: the faculty member's updated vita 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 tenure-track faculty member's needs as communicated to the committee chair.

4. At the bi-yearly meetings, the committee should discuss topics including:
   a. The tenure-track 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. Helping the faculty member prepare his/her third year review
   d. Providing assessment and advice on readiness for tenure and/or promotion
   e. Assisting, as appropriate, in the preparation of the faculty member's tenure and/or promotion packet and its presentation to the faculty