

Department of Psychology
Non-Tenure track Faculty Mentoring Guidelines
(Revision Approved: April 14,2021)

1. The Department of Psychology is committed to mentoring and advising non-tenure track faculty in navigating their assigned duties. Mentoring committees are formed with the purpose to actively assist and evaluate the early career progress of non-tenure track faculty (hereafter referred to as the mentee), normally through the period from hiring to the time that the mentee's application for promotion (aka promotion packet) is sent forward for review.
2. Committees will be appointed by the Department Chair, who will consult with the mentee in making appointments. Committees will normally consist of:
 - a. Two faculty members (preferably one non-tenure track and one tenured) in the department, with one serving as Chair. These faculty members must have already gone through the promotion process successfully.
 - b. If available, a Senior Lecturer or Master Lecturer from another department within CLAS. If this is not possible, then another faculty member (from within the Psychology Department). This faculty member must have already gone through the promotion process successfully.
 - i. If this committee member is in another department, the Chair of the mentoring committee will ensure that this committee member understands the Psychology Department guidelines for promotion.
3. The non-tenure track mentoring committee will meet once a year. It is the responsibility of the committee Chair to call these meetings and to solicit information from the mentee for distribution to the committee at least one week prior to each meeting. Such information includes material that is relevant to evaluating the mentee's performance on their assigned duties, access to online course sites, and annual evaluation letters since the last meeting.
 - a. Timing of these meetings can be altered based on the committee members' and mentee's needs as communicated to the committee Chair.
4. At the annual meeting, the committee should discuss topics including:
 - a. The mentees' 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 mentoring meetings, the mentoring committee will be responsible for:
 - a. Checking to see if the mentee has coordinated an annual peer evaluation for one of their courses.
 - b. Helping the mentee prepare his/her annual report, if requested by the mentee
 - c. Providing assessment and advice on readiness for promotion
 - d. Assisting, as appropriate, in the preparation of the mentee's promotion packet
 - e. The committee Chair (or assigned substitute) will be responsible for presentation of the mentee's application for promotion to the Departmental faculty.