

# Faculty Mentoring Policy

The College of Communication Arts and Sciences believes mentoring is essential for success in a university setting and highly recommends serving as a mentor or participating as a mentee. This policy covers *formal* one-on-one mentoring facilitated and monitored by unit and college administrators. ComArtSci also encourages peer-to-peer and other informal mentoring models.

Formal mentoring will be available to faculty who wish to have mentoring as a tool to help the advancement of their career. Special attention will be paid to ensure incoming ComArtSci faculty who are at the beginning of their careers have access to a mentor. The Rights and Responsibilities of mentees and mentors will be discussed during orientation and at least one faculty workshop.

## I. Mentor and Mentee Rights and Responsibilities

1. Mentoring areas *may* include some or all of the following:
  - a. Institutional culture, history, resources and structure
  - b. Teaching
  - c. Research
  - d. Outreach and service
  - e. Grant writing
  - f. Unit and college rules regarding promotion, reappointment, and tenure and annual reviews
  - g. Balancing the loads of work and life
  - h. Developing professional connections inside and outside the university.
  - i. Expectations of the unit(s) with regard to relative productivity in teaching, research and service
  - j. Additional areas may be identified by individuals and units and attempts will be made to accommodate them.
2. Mentoring shall be regarded as a component of university service and reported in the mentor's annual review. Mentors should note in their reports the number of meetings they had with their mentees.
3. ComArtSci acknowledges conflicts of interest threaten good mentoring relationships. As such, conflicts of interest should be minimized, confidentiality protected, and ComArtSci members provided an environment in which they can address concerns without fear of retribution.
4. ComArtSci recognizes the right of faculty not to have a designated mentor and the right of faculty to turn down requests to serve as a mentor; these individuals will not face penalties for exercising these rights.

## II. Mentoring Implementation Plan

1. By the second week of each semester, department heads will inform the Associate Dean for Graduate Studies and the Faculty Excellence Advocate (FEA) of incoming faculty who desire mentoring.
2. Those who do not identify mentoring needs or areas of mentoring their first semester may do so subsequently.
3. Mentoring, if desired, will be facilitated at the department level between the department head, mentee and mentor.

- a. The department head and mentee will identify areas from the list above and/or use the university's Mentoring Toolkit to identify potential mentoring topics.
    - b. The mentoring topics selected will help the department head and mentee determine potential mentors.
  4. To assess the mentoring program, department heads will communicate with each new mentee to assess satisfaction with the program.
- III. Other Mentoring Activities
1. The Associate Dean for Graduate Studies and the FEA will organize at least one mentoring workshop per academic year for all faculty. The workshop will discuss mentor and mentee rights, responsibilities, and resources available at the unit, college, university and outside the university.
  2. In addition to individual mentoring, the Associate Dean for Graduate Studies and the FEA will facilitate and encourage peer-to-peer and group mentoring opportunities, e.g. distributing lunch tickets to faculty who seek mentors, collaborators or resource experts.

Approved April 13, 2018 by ComArtSci's Advisory Council.