Faculty mentoring, for tenure-track and associate professors, in the Department of English takes place through formal and informal practices.

MENTORING OF TENURE-TRACK FACULTY

The Head of the department shares responsibility with members of the Primary Committee in English in formally mentoring tenure-track faculty:

- The Head meets annually with untenured faculty as a group to discuss the tenure and promotions procedure and to answer any questions they may have about departmental, college, and university procedures and expectations.
- The Head or a designee observes classes taught by untenured faculty and meets with them to discuss their teaching.
- All untenured faculty are reviewed annually by the Primary Committee of the department in the spring. The faculty member being reviewed submits a current cv, copies of which are distributed to all members of the Primary Committee. A subcommittee of 2 or 3 tenured professors is assigned to the faculty member under review: the subcommittee looks at research materials (work in print and in progress), course materials, and student evaluations, and meets with the faculty member to discuss these materials. The subcommittee then drafts a review document, using a standardized template developed by the Primary Committee, and the document is circulated to the full committee for discussion and approval. The process culminates in a meeting of the tenure-track faculty member, the Head and the subcommittee chair, in which a discussion of the review document leads into broader mentoring advice about scholarship, teaching, and any other concerns the reviewee might have.

Informal mentoring is also important in the Department of English. As a department, we encourage all faculty to seek advice and feedback from colleagues and the Head about their ongoing research. Untenured faculty are put into contact with faculty members who share similar scholarly and teaching interests and are encouraged to speak with the Head if they would like help in identifying a mentor, either for a specific project or for the long run.

MENTORING OF ASSOCIATE PROFESSORS

Associate Professors who have been affiliated with the Department of English for several years typically have established their own informal networks of collegial collaboration and advice. In recent years, the department has adopted a formal mentoring process for associate professors, patterned on the annual reviews that advise tenure-track faculty.

Associate Professors in the department are reviewed approximately every four years, or more often if the faculty member requests it. The faculty member being reviewed submits a current cv, copies of which are distributed to all members of the Primary Committee. A subcommittee of
full professors reviews materials supporting scholarship, teaching and engagement submitted by
the reviewee, and meets with the faculty member to discuss these materials. The subcommittee
then drafts a review document, which is circulated to the full committee for discussion and
approval. The reviewee receives a copy of the review and then meets in person with the Head
and the sub-committee chair to discuss the review and strategies for building a promotion case.
In recent years, since the department adopted this practice, several associate professors have used
the mentoring and review process to put together successful dossiers for promotion to full
professor.