1. During the first semester the newly hired assistant professor will select a mentor and consult with the head about this appointment. If the mentor agrees and the head believes that it is a good match, the mentor will be appointed for the duration of the evaluation period leading to promotion with tenure.

2. During each academic year, the assistant professor will visit the mentor’s classes to observe his or her teaching techniques. The mentor also will observe the classes of the assistant professor and offer advice about teaching methods that are appropriate for the courses in question, e.g. large lectures, upper-level specialties, and seminars.

3. The assistant professor and mentor will meet informally as they deem appropriate to discuss the research, publication, and teaching as well as career tracks, preparation of the resume (Form 36), and other matters essential for the tenure review process of the assistant professor. The mentor particularly will provide guidance about placement of conference papers and article manuscripts as well as evaluate the written work of the assistant professor upon the request of the junior faculty member.

4. The mentor will read the book manuscript of the assistant professor and provide advice about the best placement of the manuscript with a publisher. This review will be an ongoing process with the mentor reading chapters, revised chapters, and the entire manuscript as it develops.

5. Each year the mentor will provide an oral evaluation of the research, publications, and teaching of the assistant professor to the Primary Committee. The Primary Committee will use this report in its annual letter of evaluation to the junior faculty member.

6. The mentor will provide a written evaluation of the scholarship and teaching of the assistant professor to the Primary Committee for the third-year review. The Primary Committee will use this report in conjunction with other evidence provided by the faculty to determine whether contract extension is merited.

7. The mentor, assistant professor, and Head will meet periodically to discuss the junior faculty member’s progress toward promotion and tenure.

Revised July 2009