Untenured Assistant Professor and Associate Professor Mentoring Procedures for The Patti and Rusty Rueff Department of Visual and Performing Arts

Revised August 21, 2007

A. The Mentoring Team

1. The Department Head will appoint a mentoring team from among the Primary Committee membership for each untenured candidate early in the fall semester. The team will work with the candidate throughout the probationary period unless compelling reasons necessitate a change. When a candidate is successfully tenured and promoted the same mentoring team will continue to advise the new Associate Professor working toward promotion to Professor, unless compelling reasons necessitate a change.

2. As Primary Committee membership and the number of untenured candidates allow, at least 2 members of the mentoring team will be from the candidate’s division of the department. In divisions with fewer than two Primary Committee members, a member (or members) from outside the candidate’s division will be appointed. As members of the Primary Committee all tenured Associate Professors will be appointed as mentors along with Professors to mentoring teams.

3. The mentoring team will be responsible for (1) guiding the candidate through the promotion process; (2) advising the candidate on the preparation of the promotion document and materials; (3) becoming thoroughly familiar with the candidate’s work; and (4) communicating its assessment of the candidate’s progress to the Primary Committee.

B. The Candidate

1. The candidate will provide material to the mentoring team that will enable the team to understand and assess the candidate’s scholarly/creative work.

2. The candidate will provide material to the mentoring team that will enable the team to understand and assess the candidate’s teaching performance.

3. The candidate will provide material to the mentoring team that will enable the team to understand and assess the candidate’s service contributions.

4. The candidate will freely seek and receive the advice and counsel of the mentoring team throughout the mentoring process.
C. The Process

1. In order for the mentoring process to synchronize with the Primary Committee’s activities, it will operate on an April to April calendar. Mentoring teams will be formed and assigned to new faculty in the fall, and they - as well as those previously assigned to faculty yet in their probationary period - will begin the mentoring process in that month.

2. The mentoring team will schedule meetings with the candidate shortly after the Primary Committee’s meeting in fall and before the April review of faculty. During these meetings, the team will emphasize the Departmental promotion standards, review the candidate’s record and plans for future work, and provide recommendations.

3. Through meetings and periodic updates during the course of the academic year and the following summer, the mentoring team will become/remain thoroughly familiar with the candidate’s work.

4. Prior to the Primary Committee’s annual review of faculty in April, the mentoring team will prepare a summary report of the candidate’s achievements in teaching, research/scholarship/creative endeavors, and service, and its own assessment of the candidate’s progress toward promotion and tenure. The team will share the report with the candidate prior to presenting it to the Primary Committee in April, and the candidate will have an opportunity to suggest changes and provide updates. The Mentoring Team’s written review of each faculty member will be submitted to the department head in a digital format following the primary committee’s meeting in April.

5. The mentoring team will present its summary report to the Primary Committee at the committee’s April meeting.

6. The team’s report, as well as the candidate’s document, will be the material on which the Primary Committee makes its recommendations and bases its decisions.

7. The Department Head will communicate the Primary Committee’s recommendations and decisions to the candidate following the committee’s April meeting.