

## **PSES Mentoring Policy**

### **Adopted 2/25/99**

#### Objectives of Mentoring

The goal of mentoring is to aid new or untenured faculty in reaching their full potential as professionals within the University of Idaho. Mentoring within the College of Agriculture assists junior faculty in professional development prior to tenure and promotion decisions. Mentoring may include advising junior faculty in teaching, extension, and research.

#### Duties of a Mentor

Mentoring is a professional relationship that guides new or untenured faculty in career growth and development. Mentors should be committed to the success of new or untenured faculty. Mentoring is outside the process of departmental evaluation and should remain distinct from evaluations to foster the mentoring relationship.

#### Benefits to Mentees

New teaching faculty will gain useful insights into what constitutes good teaching and how to improve their teaching through the review and advice of the committee. Mentees should use the committee as one resource for developing an integrated, effective teaching program.

The research programs of mentees will benefit from guidance through the granting process and review of research proposals. Committee knowledge of research projects and the mentee's discipline will help direct mentees toward productive areas of work. Mentors will encourage the mentees to submit manuscripts for publication. Mentees will use the committee as a primary review team for manuscripts.

Mentees with extension appointments will gain insights from mentors about extension methodology, client groups and profiles, educational programs, decision-making processes and reward systems. Finally, mentor-mentee discussion of decision processes at the University of Idaho will improve new or untenured faculty performance. Mentees can share concerns with their mentors about program content and target audiences.

#### Guidelines for Mentoring

1. Each new or untenured faculty member should have access to two or three individuals assigned by the Unit Administrator.
2. Assigned mentors should cover discipline area, teaching, research, and/or extension responsibilities as applicable. At least one mentor should be located at the same work location as the mentee.
3. The mentoring committees should meet with the mentee within 6 months of the start of employment and again within the first year of employment. In subsequent years, meetings should occur with a regular frequency determined by the committee and mentee. Frequent communication between mentor and mentee should occur outside of committee meetings.

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7. In the initial meetings with mentees, mentors will discuss performance documentation and provide direction in preparing position descriptions, annual progress reports, C.V.s, and accomplishment summaries. Within the first two years the committee should review a mentee's CV, annual progress reports, and appropriate plans for teaching, research, or extension.
8. Each year, as part of a mentoring committee meeting, the chair will complete a summary form for departmental administration, listing committee meeting dates and activities, reviewed documents or presentations. The chair's summary will not include statements of information or judgements that may be used for mentee evaluation.
9. Committee chair summaries may be used by unit administrators for reviewing the mentoring process, but not for mentee evaluation.
10. Mentors should be represented on the Third Year Review Committee and the Promotion and Tenure Committee.
11. Mentees may request from the Unit Administrator, changes in the personnel of the mentoring committee.
12. Mentors may include faculty in other departments at the University of Idaho and Washington State University.
13. Mentoring should be recognized as a part of service and included in position description.