

COA Policy
Faculty Mentoring

Date: 17 February 2004

Purpose: It is the intention of the College of Architecture to establish an accountable, proactive mentoring system for its tenure-track faculty.

It is not the intent of the mentoring process to insure that all faculty move through the same set of steps to tenure; but, rather, it is the intent of the committee to provide an intelligent and sensitive record of a faculty members work in order to provide documentation for third and fifth year tenure review decisions, which are more carefully crafted to the individual being reviewed.

Directive: Each tenure-track faculty will have a mentoring committee consisting of two professors – with at least one professor (either Associate or Full) from the College. The mentee selects the chair from the faculty of the College. The Committee may be chosen by the mentee or selected by the Senior Faculty Council. The method of selection is the choice of the mentee. For the first year of employment at the College the Dean and Chair shall act as the Mentoring Committee.

The mentoring committee shall meet with the mentee at the beginning of the spring semester to set goals for the year and to summarize and evaluate, in a constructive manner, the accomplishments of the year.

For each mentoring session a brief, bulleted report must be filed by the Chair of the Mentoring Committee and filed with the Dean's office within three weeks of the meeting. The report must be signed by the mentee and the Chair of the Committee. The purpose of the report is to provide an ongoing assessment of the mentee's work. It should address in order:

1. Identification of goals
2. Progress toward goals
3. Changes in goals
4. Scholarship activities
5. Accomplishments
6. Teaching initiatives
7. Service to University
8. Service to College
9. Service to the Community
10. Comments

To aid the Mentoring Committee in assessing progress of the mentee it should be noted that some of the following questions must be addressed by the Dean at the time of Promotion:

1. Effectiveness of teaching preparations
2. Student evaluations of teaching
3. Involvement with curriculum development
4. Characterization of importance of teaching to larger curriculum
5. Level of scholarship – regional to national
6. Significance of scholarship
7. Continuing commitment to scholarship
8. Importance of scholarship to large College agenda
9. Characterization of service to College
10. Characterization of service to University
11. Characterization of service to the Community
12. Professional Society activity
13. Evidence of students continued performance

The Mentoring Committee should also note that letters of support from within the College and the University help the Dean write the final letter of support. The Committee should advise the mentee on how to establish this critical support.

Either the mentee or the committee members can petition the Dean for a change in the membership of the committee. This request must be in writing.

Assessment: It is the goal of the Mentoring Committee Policy to encourage long term relations between faculty as it supports the tenure process of assistant professors. This policy should make the tenure process easier for individual faculty review committees, the mentees and the administration.

This policy should be reviewed in the fall of 2006 to see if it has aided the mentees reviewed and the administration.