Mentoring Guidelines for New Assistant Professors  
College of Agriculture and Life Sciences  

June 2018

Intention: Mentoring for new entry-level faculty is intended to provide guidance and support in regard to the following: The context in which they work, peer and college expectations for reappointment and tenure, and the ways in which they may have a successful and satisfying career in the department, the college and the university. Mentoring is recognized as both informal and formal, but a mentoring process must be established for all new faculty.

Process: Within six months of starting employment, each new Assistant Professor, in consultation with the department Chair, will develop a mentoring committee, consisting minimally of two tenured, senior faculty. The department Chair is not a member of the mentoring committee. While the new faculty member and the Chair propose a committee, membership is based on mutual agreement of all parties. It is strongly suggested that least one member of the committee should come from outside the department. Mentors may review grant proposals and other products, visit classes and research spaces, and advise on the preparation of reappointment and tenure review materials. At a minimum, the mentoring committee should meet with the new faculty member at least once each semester during the probationary period. The mentoring committee is to provide an annual report to the Chair that briefly describes their mentoring activities.

Annual Reviews: The Chair of the department meets annually with the new faculty member and will write a formal annual evaluation letter of the professor’s performance. A record of the annual review will be kept in the department’s files and a copy will be sent to the Senior Associate Dean. The 3-year reappointment review and tenure review dossiers should be regularly discussed. Annual review letters are included in promotion dossiers.