



ECP Mentoring Policy & Guidelines

Objective

The objective of the ECP mentoring project is fourfold:

- To provide a formal structure to support and guide new and untenured faculty through the initial years of their appointment on matters related to teaching, research, community service, and professional development;
- To help newly appointed faculty integrate into and connect with members of the Department and the University at large and to inform them of University policies and practices in general and those related to reappointment and tenure, in particular;
- To identify and mitigate potential problems early on and before they influence reappointment and tenure decisions;
- To provide guidance in maintaining a work-life balance.

Mentor Responsibilities

- Be familiar with Departmental, Disciplinary, and University performance; review processes, norms and performance expectations communicated by the Chair
- Be familiar with important dates concerning reappointment, tenure, promotion
- Be available to meet with candidate at least 2 times a year, once to set goals for the year and once to review performance
- Be available for additional meetings, if the candidate requests a meeting
- Have no conflict of interest with the mentee (mentor can be member of DTC)
- Be able to provide advice on career planning
- Be able to tailor advice to individual needs
- Be able to make concrete suggestions for prioritizing / focusing efforts and activities
- Be able to coordinate activities/comments with other committee members
- Be able to provide advice on at least two of the following: teaching, supervision, granting applications, research dissemination targets, committee work
- Facilitate mentee's integration into the Department/ University (for example, introduce to colleagues, accompany to talks and lectures, town-hall meetings, MAUT meetings, University events, etc.)
- Document activities

Mentoring Incentive

- Counted as Departmental service on the basis of documented activities
- Taken into account in the merit exercise on the basis of documented activities

Mentoring Committee

- Comprised of 2 or 3 faculty members
- Possible composition (one individual from the program, one from another program, and one individual who has recently received tenure. One of the first two should have experience as a member of the University Tenure Committee [UTC])

Choosing a Mentor

- Following a discussion between the candidate and the Chair
- Within the first two months of appointment

Frequency of Meetings

- Once within the first two months of appointment (for example, for an August 1 appointment, schedule meeting no later than September 30th of the same year) – to set objectives for the year
- Once following the second academic term (for example, May or June of the first year of appointment) – to review performance and to set goals for the following year

Responsibilities of Mentee

- Provide mentors with CV and any other communication received regarding performance expectation in advance of any meetings
- Coordinate meetings with mentors, providing advance notice of time and place
- Discuss issues and concerns openly
- Inform mentoring committee of any potential issues or events that may be hindering progress (e.g., medical or personal issues; issues with teaching or supervision; factors that are hindering progress as planned, etc.)
- Inform the Chair if there is an unresolvable issue with a member of the mentoring committee
- Document activities

Indicators of Effectiveness of Mentoring

- Candidate is able to meet set goals
- Candidate is reappointed
- Candidate is successful in obtaining tenure
- Candidate's sense of belonging/being integrated in the Department/University