

# **Mentoring Policy**

## **Department of Statistics**

### **September 2015<sup>i</sup>**

#### **Untenured Faculty**

- Each untenured faculty member eventually seeking promotion to Associate will be assigned two senior faculty members as mentors. These assignments will be made by the Mentoring Committee. Assignments may occasionally be rotated at the discretion of the Mentoring Committee but do not have fixed terms; they remain in force until notice otherwise is given.
- Mentors are asked to have one formal scheduled meeting per (Fall and Spring) semester with their assignee, but as many as are needed or desired by assignee are encouraged. Informal conversations (e.g., dropping by the office or over lunch) are also encouraged to an extent which is mutually agreeable to and comfortable for mentors and mentees.
- Mentors are asked to meet each year in late spring (more often upon request) with the Mentoring Committee to report on their faculty mentee.
- Both the mentor and mentee are encouraged to be aware of the general guidelines set forth in the Department's promotion document on file in the College.
- Mentees are strongly encouraged to self-evaluate their progress before meeting with their mentors.
- A meeting of a mentee with the full Committee is not ordinarily expected but may be requested.
- The mentee may ask – but is not required to ask – the mentor(s) and the mentoring committee to prepare written text as a supplementary document for his/her personnel file.

#### **Tenured Faculty**

- Each tenured faculty member eventually seeking promotion to Full will be assigned one senior faculty member as a mentor. These assignments will be made by the Mentoring Committee. Assignments may occasionally be rotated at the discretion of the Mentoring Committee but do not have fixed terms; they remain in force until notice otherwise is given.
- Mentors are asked to have one formal scheduled meeting per academic year with their assignee, but as many as are needed or desired by assignee are encouraged. Informal conversations (e.g., dropping by the office or over lunch) are also encouraged to an extent which is mutually agreeable to and comfortable for mentors and mentees.
- Mentors are asked to meet each year in late spring (more often upon request) with the Mentoring Committee to report on their faculty mentee.
- Both the mentor and mentee are encouraged to be aware of the general guidelines set forth in the Department's promotion document on file in the College.
- Mentees are strongly encouraged to self-evaluate their progress before meeting with their mentors.
- A meeting of a mentee with the full Committee is not ordinarily expected but may be requested.
- The mentee may ask – but is not required to ask – the mentor(s) and the mentoring committee to prepare written text as a supplementary document for his/her personnel file.

All decisions on whom to put up for promotion and when will still be made according to the rules of the University and the Department. The purpose of the Mentoring Policy is to ensure that candidates receive timely and useful advice on their level of preparation. Mentors and the Mentoring Committee are expected to keep the appropriate faculty (i.e., those persons indicated by the University's matrix of required consultations for the next promotion) up to date on candidates' progress.

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<sup>i</sup> Adopted by Mentoring Committee, September 28, 2015