

Mentor Committees for Probationary Faculty Department of Chemistry, 2009-2010

The information described in this document¹ regarding mentor committees is more specific but consistent with the University of Minnesota “Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty” (dated October 15, 2007; <http://tinyurl.com/UMfactenureprocess>) and the Department of Chemistry 7.12 statement (<http://tinyurl.com/CHEM7-12>). The review process and details of the role of the department-wide Tenure Committee are outlined in the Department of Chemistry document “Tenure Review Process”.

1. Purpose of the Mentor Committee

- To mentor and advise the probationary faculty member on actions relevant to tenure and/or promotion decisions and all other issues related to job performance as an Assistant Professor
- To provide encouragement and nurturing per the UM 7.11 statement (see <http://tinyurl.com/UMtenure>)
- To serve an assistive role for probationary faculty, not an evaluative or advocacy role

2. Members of the Mentor Committee

- As specified in the 7.12 statement, the mentor committee will consist of two tenured faculty members, to be appointed by the Department Chair
- One member of the committee will be designated as chair, and will be responsible for ensuring that the annual report is submitted to the Department Chair on time (see below). One member of the committee (not necessarily the chair) will serve a 3-year term; the other member will serve a 2-year term. This will ensure that membership will be staggered over the years.

3. Responsibilities of the Mentor Committee Members

- Assist with development of candidate’s academic vita and philosophy statements
- Understand candidate’s outcomes/accomplishments and communicate opinions and standards; deal with content only (issues of collegiality are to be referred to and dealt with by the Department Chair)
- Meet at least annually with candidate to discuss performance, assist with communicating performance via academic vita and statements, and advise candidate on choices of information to include. At least one annual meeting should occur in November or December of each year.
- Provide a written report to the Department Chair summarizing the discussion at the November/December annual meeting or meetings. This report should be circulated to and signed by the candidate and both members of the committee. The Department Chair will forward the report to the Tenure Committee at the candidate’s request.² The due date is in January, on the first Thursday after the beginning of spring semester classes.
- The Tenure Committee leads the discussion during faculty review meetings. The Mentor Committee may contribute to the discussion.

¹ This document is based on a related document from the Department of Design, Housing, and Apparel (<http://dha.design.umn.edu/intranet/>).

² This clause reflects the 7.12 statement “The probationary faculty member may also provide the Tenure Committee with other information he or she feels is relevant, including the report of the Tenure Mentoring Committee.”