

Mentor Committees for Contract Faculty with Term Appointments Department of Chemistry, 2016 (approved April, 2016)

The information described in this document regarding mentor committees is consistent with the University of Minnesota Department of Chemistry document “Criteria for appraisal and promotion: Contract Faculty (with term appointments)” available at:

<http://www.chem.umn.edu/intrdept/TermFacAppraisals.pdf>

It is meant to apply to contract faculty with term appointments at the Assistant Professor level.

1. Purpose of the Mentor Committee

- To advise candidate on choices that will reflect positive promotion decisions
- To understand and clarify how candidate’s work meets promotion criteria, as defined by the Department of Chemistry document “Criteria for appraisal and promotion: Contract Faculty (with term appointments).”
- To provide encouragement and nurturing, with the aim of enhancing performance and job satisfaction.
- Only meant to be mentoring, not assumed to be supportive of a promotion decision.
- To serve an assistive role for contract faculty at the Assistant Professor level, not advocacy.

2. Members of the Mentor Committee

- The mentor committee will consist of two faculty members, to be appointed by the Department Chair. One is to be a tenured faculty member, the other a more senior (Associate Professor or Professor level) contract faculty member.
- 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). The committee will formally disband upon promotion of the candidate to Associate Professor, although continued operation on an informal basis is encouraged.

3. Responsibilities of the Mentor Committee Members

- Assist with and review development of candidate’s academic vitae and philosophy statements.
- Understand candidate’s outcomes/accomplishments and communicate opinions and standards; deal with content only (issues of collegiality are dealt with by Department Chair).
- Meet at least annually with candidate to review performance, assist with communicating performance via academic vitae and statements, and advise candidate on choices of information to include. One annual meeting should occur in November or December.
- Provide a written report to the Department Chair summarizing the discussion at the November/December annual meeting. This report should be circulated to and signed by the candidate and all members of the committee. The Department Chair will forward the report to the Promotion and Tenure Committee at the candidates discretion.
- The Mentor Committee does not lead the discussion during a faculty meeting at which promotion is being considered (this is done by the Promotion and Tenure Committee).