

**College of Journalism and Communications Mentoring Policy**  
**Approved by College Faculty, April 27, 2007**

**College Policy:** The College of Journalism and Communications recognizes the importance of mentoring in successful outcomes for faculty seeking tenure and promotion at the University of Florida. The College's policy also recognizes the importance of each department developing a process that works best for it and that some departments may elect to have mostly individual mentors, while others may elect a team approach.

The College also recognizes that the role of mentors and of the College's Faculty Diversity and Development Committee is strictly advisory and faculty members contributing to the mentoring of untenured faculty members, either as members of the FDD Committee or as individual mentors, are not assuming responsibility or liability for assuring tenure and promotion for untenured faculty.

The mentoring guidelines presented below are among many things that the College and the University do to assist faculty with tenure and promotion, but it is the untenured faculty member's responsibility to familiarize himself/herself with the University and the College's Tenure and Promotion guidelines and standards and to seek advice and counsel from different College and University administrators. Untenured faculty should recognize that standards at a research university are always rising, so he or she must set high performance goals that will assure successful conclusions for the tenure and promotion application.

The **College Faculty Diversity and Development (FDD) Committee** shall have the following responsibilities for mentoring:

1. The FDD shall collaborate with the Dean's office, the department chairs, and the Tenure and Promotion Committee and call on resources available from the University to conduct mentoring workshops/programs for assistant professors or lecturers and for associate professors or master lecturers who intend to seek promotion. The topics of these workshops shall include issues of concern for faculty seeking promotion. Topics should include (but not be limited to):
  - a. Teaching and advising
  - b. Research and creative publications
  - c. Work-life balance and maintenance
  - d. Third-year review
  - e. Tenure and promotion review
2. The FDD shall assist department chairs with finding a mentor (or mentoring teams) for assistant professors or lecturers, if the department requests help.
3. The FDD shall evaluate the effectiveness of the College's mentoring programs and report on the programs to the faculty and to the College Senate.

**Department chairs and mentors or mentoring teams** shall have the following responsibilities:

1. For all **new assistant professor or lecturer hires**, before the end of the semester in which the hiring occurred, department chairs shall assign a faculty mentor (or a mentoring team) and convey the name(s) of the mentor(s) to the new hire.
2. Each year before the end of September, department chairs shall assign a faculty mentor (or a mentoring team) to **all other assistant professors or lecturers**.
3. Mentors (or mentoring teams) shall be assigned based on: a) the requests of the mentee, b) shared teaching and/or research interests, and c) judgment of the chair about the needs of the mentee. (A mentor may be a faculty member not in the mentee's department.)
4. Mentors (or mentoring teams) shall have a scheduled meeting with their mentees at least twice a semester
5. For **new faculty**, near the beginning of the second semester of employment and after student teaching evaluations have been returned, the department chair and the mentor (or mentoring team) shall meet to discuss the progress of the new faculty member.
6. For **all untenured faculty**, before the end of the spring semester, prior to the chair's annual evaluation, department chairs and mentors (or mentoring teams) shall meet to discuss the assistant professor's or lecturer's progress. During that meeting, the chair should ascertain that the mentor (mentoring team) has provided consultation to the mentee and should note in the mentee's annual evaluation that this meeting occurred.
7. No written evaluations shall be required of faculty mentors, but a written confirmation that consultation with the tenure candidate has occurred should be submitted to the department chair at the end of the academic year.
8. If a mentor is no longer able to perform his/her mentoring function, he/she shall notify the department chair and a new mentor will be appointed. An assistant professor or lecturer has the right to ask for a change of mentors at any time by notifying the department chair. If an assistant professor or lecturer determines not to participate in the faculty mentoring program, he/she will have to notify the department chair in writing about this choice.
9. A question about mentoring will become part of the annual self-evaluation form and mentoring will be recognized by the department chairs and the college administration as an important part of a faculty member's service role. Mentoring will contribute to the consideration for merit increases.