

Updated and approved on April 26, 2018

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 Welfare and Development Committee is strictly advisory and faculty members contributing to the mentoring of other faculty members, either as members of the FDW Committee or as individual mentors, are not assuming responsibility or liability for assuring tenure and/or 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 Welfare and Development (FWD) Committee** shall have the following responsibilities for mentoring:

1. The FWD 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 FWD shall review the College's mentoring program and report on the programs to the faculty and to the College Senate.

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

1. For **all new assistant professor, associate professor or lecturer hires**, before the end of the semester in which the hiring occurred, department chairs shall assign a faculty mentor (or 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 shall consult with the mentor (or mentoring team) and separately with the mentee to determine if the mentoring process is going smoothly and if any adjustments need to be made.
6. For **all other 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 mentee'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 mentee 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. mentee has the right to ask for a change of mentors at any time by notifying the department chair. If a mentee determines not to participate in the faculty mentoring program, s/he will have to notify the department chair in writing about this choice.
9. A question about mentoring is part of the annual self-evaluation form and recognized by the department chairs and the college administration as an important part of a faculty member's service role. Mentoring is a consideration for merit increases.