

Department of Chemistry Mentoring Plan 2011

The goals of this program are (i) to prepare tenure system faculty for promotion and tenure, (ii) to provide tenure system faculty with insightful knowledge of Department, College, and University processes and expectations regarding Reappointment, Tenure, and Promotion, (iii) to provide support and guidance on teaching, research, the mentoring of students and service, and (iv) to address issues and topics raised by the participants. The mentors shall support the professional advancement of the mentees by relaying their experiences and knowledge of what is expected in the key performance areas of teaching, research and service. Finally, this program shall serve as a means to promote and foster a successful and more diverse faculty.

- A. Mentoring Selection Process.** The mentoring program shall be administered by a Program Director appointed by the Department Chair in consultation with the Department's Advisory Committee. The Program Director shall identify five tenured Department faculty members to potentially serve as mentors. Additional mentors from other departments may be identified, based on specific needs of the mentee. Junior faculty may be assigned more than one mentor, with at least one mentor being a Department of Chemistry tenured faculty member. Mentors shall be (i) *accessible* (meeting with and making time for the mentee and Mentor Program activities), (ii) *advocates* (support the mentee in development of his/her career), (iii) *facilitators of networking* (help establish professional contacts with colleagues within the University and community at large), (iv) *informed* (aware of College and University expectations and standards), and (v) *personable and honest* (ability to provide honest feedback to protégés). The mentors shall play an active role in the RP&T process. Mentors will be most informed about their mentee and, therefore, will be uniquely qualified to provide valuable input to the Department at the times of evaluation for reappointment, promotion and tenure.
- B. Confidentiality and Role of the Mentor.** All information shall be considered confidential unless otherwise indicated by the mentee. The mentor and/or mentee may discuss sensitive issues with the Program Director and/or the Department Chair. All such discussions shall be treated confidentially.
- C. Duration of Mentoring Responsibilities.** Participation by the junior faculty member shall be optional, but strongly encouraged. The Program Director shall assign a mentor(s), in consultation with the mentee. The mentee-mentor match shall start at the time of hiring and may continue through the RP&T process (approximately 6-10 years). Requests for reassignment to another mentor or mentee may be a natural consequence of the evolution of the research programs and/or career development path of the mentor and mentee, and shall be possible.
- D. Expected Mentoring Activities.** The mentoring activities shall include: (i) educating the mentee on the processes, procedures, and guidelines of the Department, College and University related to RP&T, (ii) providing guidance on class management, assessing teaching performance, and developing a teaching portfolio, (iii) providing constructive reviews of the organization and scientific content of peer-reviewed papers and grant proposals, (iv) assisting the mentee with networking (e.g., www.fod.msu.edu), (v) advising the mentee on research group dynamics and the recruitment of post-docs, graduate and undergraduate students (e.g., www.venture.msu.edu), (vi) helping the

mentee learn how to effectively mentor post-docs, graduate and undergraduate students, (vii) guiding the mentee on service involvement and leadership opportunities, and (viii) assisting with any problem solving or conflict resolution.

- E. Reporting and Evaluating Mentoring Activities.** The mentor shall meet with the Program Director once per semester (December and May) to review the progress of the mentee and to provide a summary of the mentoring activities during the last period. The mentee shall also meet once per semester (December and May) with the Program Director to discuss the perceived effectiveness of the mentoring. The Program Director shall then give appropriate feedback to both the mentor and mentee. In May, the mentor shall provide a short written summary of the mentoring activities over the course of the past year and the perceived benefits to the mentee as part of the annual faculty review. At this time, the mentee shall also provide a brief written summary of what he/she has done, what he/she is currently doing, what he/she plans to do, and any issues, problems, or challenges that are being faced, in relation to progress toward promotion with tenure.
- F. Participation in Development Activities.** A number of workshops are sponsored each year by the Office of Faculty and Organizational Development (FOD), CNS, the Provost's Office, VP for Research and CNS. Early in the match, the mentor and mentee will be asked to participate in a University workshop/seminar on the mentoring process.
- G. Program Director.** Program Director shall assign matches, monitor the progress of the mentor-mentee relationship, and provide feedback to the mentors and mentees. The Program Director shall also supply mentors and junior faculty members with sources of information regarding good mentoring practices, including printed and web-based materials, and College/University level workshops. The Program Director may utilize information from the Associate Dean for Faculty Development (CNS), the Office of Faculty and Organizational Development at MSU, and/or other College programs.
- H. Benefits of Mentoring.** Mentors will be contributing to the Department by sharing their time, expertise and experience with the mentee. Thus, mentoring shall be considered a service to the Department and be incorporated into the annual review of faculty.