

College of Health and Human Performance Faculty Mentoring Program Guidelines

These Guidelines are intended to provide guidance in the development of the mentor assignment process within CHHP Departments.

University of Florida Rule

“Each college and equivalent academic unit shall establish a mentoring program for faculty in the “tenure probationary period” as defined in Rule 6C1-7.019, F.A.C. This must include consultation assessing the faculty member’s progress toward tenure. No college or equivalent academic unit mentoring program shall require any written assessments by the mentor.”¹

Purpose of Mentoring

The purpose of mentoring junior faculty is to establish relationships with more experienced, tenured faculty that serve to offer support, encouragement and guidance as they strive to meet the expectations for successful tenure and promotion in their department, College and University.

Participants

The **mentor** provides advice and counsel to the junior faculty member on any and all professional matters, including consultation assessing the mentee’s progress toward tenure. The particular dimensions of this relationship depend on the needs of the untenured faculty member.

The **mentor and mentee** should collaborate to develop a mentoring plan that takes into consideration the junior faculty member’s professional goals and faculty assignment. It is suggested that meetings take place to discuss scholarship, procurement of grants, teaching and service as related to departmental expectations for tenure; teaching practices and concerns, and collegial relations within and outside the department. All such communications will be confidential.

Department chairs construct mentoring assignments, promote and assess mentoring relationships annually, and provide untenured faculty members with information regarding professional resources that are potentially helpful to newly-appointed, tenure-accruing faculty.

The **Associate Dean for Faculty Affairs** oversees and provides support for the mentoring program, including: maintaining a list of mentors for the tenure-accruing faculty within the college; researching and distributing relevant materials and resources; receiving feedback on the mentor program and recommending appropriate changes for these Guidelines.

¹ UF Rules: <http://regulations.ufl.edu/chapter7/7010.pdf>

Length of Mentoring Assignments

Tenure-accruing faculty members will be assigned a mentor during the entire period during which they are within the CHHP tenure probation period (7 years) or through the year in which tenure is awarded. Mentors assigned to these faculty members may change over the course of their probationary period.

Procedures for Assigning Mentors

1. Untenured faculty members will meet with the Department Chair within the first month of employment to discuss the mentorship program (i.e., purposes, goals, roles of the mentor and mentee) and to identify possible mentors.
2. The faculty mentor must be a tenured member of the department. Mentors need not be faculty members within the specific field of study of the faculty member. The Department Chair will contact nominated individuals and determine their willingness and availability to serve as mentors. Due to their obligation to provide annual written evaluations of faculty members, Department Chairs may not serve as mentors for faculty within their department.
3. The department Chair will appoint the faculty mentor based on the discussions with the faculty involved. The mentor will serve in this role for a period of one year, unless circumstances necessitate a briefer time frame.
4. The Department Chair will meet with the mentor and mentee, together or separately, at the end of the academic year, or sooner if warranted, to discuss the helpfulness of mentoring and determine whether the current arrangement will continue or a new mentor chosen.
5. In accordance with UF Rules, the faculty mentor will not issue any written report. The College recognizes that the mentoring role and the evaluative role are separate processes which are sometimes in conflict. Thus, while the mentoring process must include consultation regarding the junior faculty's progress toward tenure, no written assessment of that progress by the junior faculty's mentor(s) is required nor suggested.
6. 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. The tenure-accruing faculty member has the right to ask for a change of mentors at any time by notifying the department chair.
7. Mentoring will become part of the annual assessment and mentoring will be recognized by the department chairs and the college administration as an important part of a faculty member's service role within the Department and College.

Approved by CHHP College Council: October 2, 2007