

## Department of Management

### Mentoring Program for New Faculty

Consistent with the College of Business Mentoring Program for New Faculty, it is the responsibility of the Chair to assure that new faculty members are mentored. In carrying out this responsibility, the Chair will inform new faculty members of departmental, college, and university policies and procedures, as needed, and monitor the progress of new faculty members as they work through the tenure and promotion process.

In addition, the Chair will assign a tenured faculty mentor to new faculty as soon as possible after an offer of employment is formally accepted. Faculty mentors will in no way replace the Chair, PAC, and/or PAT responsibilities for informing, counseling, and advising new faculty on such topics as work load, promotion, salary, and annual performance reviews. If possible, mentors should represent a good fit in terms of disciplinary interests and background. Further, the Chair is responsible for monitoring the progress of the mentoring activity at least once per semester to assure the mentor and new faculty member are comfortable with the arrangement and are meeting regularly. Mentoring assignments are reviewed annually after the first year of employment and assignments may be modified as needed, utilizing the feedback of both the assigned mentor and the new faculty member. It is expected that new faculty will be mentored through the third year review for untenured faculty members and as necessary for more experienced new faculty.

It is the responsibility of the mentor to make contact with the new faculty member as soon as possible after an offer of employment is formally accepted. The mentor should provide the new faculty member with contact information and be available should she/he need assistance during the relocation process. Thereafter, the mentor and new faculty member should meet regularly, preferably at least once per month during the regular academic year. Topics of discussion include providing assistance regarding teaching, research, and service responsibilities, as well as providing advice and feedback needed to help the new faculty member acclimate to the new employment setting. Mentor faculty should report meeting activity to the Chair at the end of each long semester.