

Tenure track, junior faculty mentoring committee guidelines

- 1) Mentoring committees are important to optimize faculty development for all early-stage investigators and tenure track faculty leading to their promotion with tenure. They play a critical role both early on as new faculty are finding their feet and establishing a new research program, later as they expand their R funded research, and towards the end as they round off their activities and achievements to be in a strong position to apply for tenure
- 2) All faculty members must hold their first mentoring committee meeting **within 3 months** of their appointment
- 3) The committee will meet thereafter **at least once a year**, more frequently at the discretion of the committee
- 4) The committee should have at least three members, one of whom is the faculty member's primary mentor. Committees typically have 3-5 members, and it is OK to have members from other institutions if directly involved in the mentees' career development
- 5) Faculty members should consult with their mentor, division chief, and Neilson Society Faculty Liaison (if the division has one) for advice on who should be on the committee. In principal this should include content experts and well as faculty with experience mentoring junior faculty. We also encourage the inclusion of committee members from outside of the division, ideally outside of the department, when appropriate. Members can be changed if they are not working out, but this should only be done after consultation with their mentors and/or division chief.
- 6) **The committee should have an identified chair.** This individual should not be the division chief. This may be the faculty member's mentor, but we encourage selection of a committee member who is not the faculty member's mentor to minimize the possibility of bias/blind spots in reporting from the committee
- 7) **The faculty member must prepare a report using the DOM template survey** (or own division template) at least a week prior to the meeting and send it out to all the committee members to give them time to read and digest it.
- 8) **The chair will write a separate report using the DOM template** within ~2 weeks of the meeting. We recommend using the chair's reports as template for discussion so that all the relevant issues are considered at the meeting. One way to ensure this occurs is to have a discussion between committee members after the faculty member has left the room (similar the PhD committee meetings)
- 9) The chair's report will be sent to the faculty member, the mentor, the division chief, the Neilson Society Faculty Liaison (if there is one in that division), to Carole Hathaway (for the VC for faculty development and COAP).