

Mentoring Process for New Faculty in the College of Education and Human Development

All new tenure-track faculty in the College of Education and Human Development have historically been assigned at least one Faculty Mentor by the Associate Dean of Instruction. Since 2009, the selection of a mentor has been determined after consultation with the new faculty member as well as with the proposed mentor. In some cases, two mentors have been appointed depending upon the needs of the faculty member.

The mentor is selected from within the College faculty by the Associate Dean based on such factors as the following: shared research interests; an understanding of the policies and procedures of the College, such as the reappointment, promotion, and tenure peer evaluation process, governance structure, procedures for travel; grant support on campus, knowledge of the UMaine campus and the range of opportunities available, such as those pertaining to research and grants, professional development opportunities (ie., CETA and UMaine Advance Rising Tide Center, RiSE, etc.), Faculty Senate, interdisciplinary opportunities, and a general understanding of important aspects related to faculty life on campus. Other important factors include availability and willingness to serve in the capacity of a Faculty Mentor and recognition of the interconnectedness of the professional domains of teaching, research, and service/outreach/engagement by demonstrating a thematically integrated professional focus across these domains of scholarship as appropriate to the faculty member's job description.

The next section includes a more specific list of responsibilities for Faculty Mentors that is presented in draft format below. As we move forward to develop departments in the COEHD, the mentoring process will be reviewed to accommodate a new governance structure.

Overview of Major Responsibilities of the Faculty Mentor:

- Availability to meet at least twice per month in the first semester to field questions and provide support regarding the peer evaluation process and expectations for promotion and tenure; as needed serve as a liaison to the College Peer Committee to arrange an initial meeting with the committee to review criteria and the process for submitting papers for annual re-appointment.
- Provide assistance, support, and articulation about College and University procedures, policies, mission and vision, and expectations, such as guidelines for syllabi, course evaluation procedures, and building an awareness of faculty and student information on the University website.
- Provide assistance in regard to office procedures/access to resources, travel guidelines, etc.
- Provide an overview of advising processes and faculty participation in Graduate Affairs of the College including facilitating, if necessary, meetings with the Graduate Coordinator for an overview of the evaluation process of graduate applications.
- Discuss College expectations and obligations such as attendance at College faculty meetings and the importance of attending commencement and graduate recognition events.
- Provide assistance in generating research and service agendas and making appropriate linkages with colleagues within and outside the College.
- Extending invitations for informal conversations to acclimate the new faculty member to UMaine.
- General personal/professional support. In addition to one-on-one mentoring, group-mentoring activities are scheduled throughout the year.