

Department of English Mentoring Policy

Adopted 11/14/12

Consultants

The Consultants are an elected committee of ten faculty members, eight of whom must be tenured. They will serve three-year terms, with the first group drawing lots to determine who will serve a two-year term. Each year a chair will be elected to provide leadership. Department members of all ranks are free to establish consulting relationships with faculty of all ranks who do not belong to this mentor consultancy; untenured faculty may seek the approval of the department chair to establish a formal mentor-mentee relationship with a faculty member not on the consulting committee.ⁱ

Responsibilities include

- Being available on request to meet with assistant, associate, full professors, and lecturers to help plan and develop both short and long term career plans, to discuss strategies for advancing scholarship, or to offer advice about improving teaching and preparing documents for awards, promotion, grants, proposals, and publications of any kind.
- Serving on request as consultants or mentors for assistant, associate, full professors, and lecturers. These may be year-long agreements or short-time project agreements (such as seeing an article, creative work, or book ms. through to acceptance). Consultants may make such arrangements with other consultants.
- Designating committee members to meet with each new assistant professor at least twice a semester during her/ his first year (different consultants may meet with the same individual). We recommend that, rather than meeting with consultants, new tenure-track assistant professors select a consultant to become her/his individual mentor in the second or third semester of appointment; with mutual agreement, this relationship may continue after the consultant's term on the committee ends.

Additional Assistance

The mentoring survey revealed that the most frequent and important help faculty receive on third-year reviews and on preparation for promotion is from the department chair and associate dean for research. We recommend that the chair hold meetings in the department on these topics.

ⁱ Although we expect a broadly representative committee to be elected, we note the *Bylaws* on standing committees: "At his or her discretion or at the request of the program director, the Department Chair may appoint an additional member to ensure good representation of interests across the department."