

DEPARTMENT OF THEATRE MENTORING GUIDELINES

The Department of Theatre is a small but intensely collaborative unit. The nature of our work requires us to function as partners in research, creative work, and outreach. It therefore provides multiple opportunities for faculty to engage in formal and informal mentoring practices and develop an inclusive departmental climate in which all can flourish.

Faculty-to-Faculty Mentoring:

Mentoring Committee: Comprised of Full, Associate, and Assistant professors, the Mentoring Committee disseminates information regarding best practices for effective mentoring to all faculty members, and informs junior faculty about the variety of mentoring opportunities available to them. Regularly reviews and assess current mentoring practices.

Peer Reviews: The faculty has developed a departmental peer review process that codifies the criteria by which faculty instruction is reviewed. Faculty members select a peer mentor who evaluates their classroom activities, pedagogical approaches, syllabi, exams, and resources, providing useful feedback to faculty members each semester.

Annual Review of Untenured Faculty: Tenured faculty meet annually to review untenured faculty's cv, to provide feedback which will address the strengths and weaknesses in the faculty member's performance and identify strategies to improve instruction, research or creative work.

Third Year Review: Tenured Faculty meet to assess junior faculty member's dossier, offering practical advice for strengthening the candidate's potential for tenure and promotion.

Informal Mentoring Practices Include:

Offer to peer review junior/ mid-career faculty.
Invite untenured faculty to collaborate on research/creative projects.
Invite untenured faculty to collaborate on panels, presentations, and workshops at national venues.
Assist colleagues in creating a network of colleagues in their field within and without the university at the regional, national and international level.
Offer guidance in preparing annual reviews, and dossiers for promotion purposes.
Offer to review curriculum vitae, manuscripts and grant proposals for tenured/untenured faculty.
Nominate junior faculty for awards and appointments that enhance their visibility.

Role of Chair in Mentoring

Provide regular reviews of faculty member's research program and promotion plans. Include preparation for non-competitive summer and semester leave periods with a clear understanding of how those leaves should be used to advance the candidate's promotion prospects.

Provide honest feedback, especially in the first two years of employment about faculty perceptions of the candidate's potential to succeed in the areas of instruction, research, and outreach (if applicable).

Provide information, resources, and a senior mentor to those early career candidates who are underperforming.

Limit service work assigned to probationary faculty to free them to pursue research and creative work.

Assist probationary faculty in navigating department politics and cultivating collegial behavior.

Nominate faculty for awards and appointments that enhance their visibility.

Promote the accomplishments of our probationary faculty (and indeed all of our faculty) to the broader academic community.

