

## Music Department Mentoring Guidelines

### Mentoring

Each new tenure-track faculty member will be assigned at least one mentor from the tenured faculty by the Department Chair during the faculty member's first semester.

Each tenured faculty member at the Professor or Associate Professor rank that so desires will be assigned a faculty mentor from the professorial rank.

Tenured faculty have the option to decline to serve as a mentor but should make every effort to serve if requested. Mentees have the option to discuss, with the Department Chair, a change of mentor at their discretion. Mentors are not ultimately responsible for the success or failure of the new faculty member, but they should be knowledgeable about current university Promotion and Tenure Guidelines. It is reasonable for activities of the mentor to include the following responsibilities:

- To be available to discuss professional issues
- To provide peer reviews annually on classroom and/or applied teaching
- To give feedback on classroom teaching
- To assist the new faculty member in assembling his or her file for tenure and promotion or annual review
- To serve as a representative for the faculty member during Department Promotion and Tenure Committee meetings and third-year review discussions

Responsibilities of the mentored faculty include:

- Being proactive and seeking advice from one's mentor as well as other individuals within and outside the department
- Being knowledgeable of all university promotion and tenure guidelines

Faculty will be informed of and encouraged to participate in informational activities as they are available.

Approved by Music Faculty Nov. 2009, additional revisions approved by Music Faculty Mar. 20, 2013.