

*Department of Foreign Languages and Literatures/Policy on Mentoring/Fall 2005–Final Draft*

The Department of FLL recognizes the need for mentoring at various stages of an academic career: mentoring of tenure track (TT) faculty by more experienced faculty; faculty/graduate student mentoring; mentoring of tenured faculty by senior faculty; and mentoring of adjunct faculty. This document will focus on the first of these relationships, namely the mentoring of TT faculty by more experienced faculty within and outside of FLL.

The department also recognizes that the mentor plays an important but strictly advisory role as the TT faculty member charts his or her own trajectory towards mid-term and/or tenure reviews.

*Establishing mentorship relationships:*

It will be the department chair's responsibility to help establish the mentor/mentee relationship by discussing possible mentors with new faculty during the first semester of their arrival at UNM. After consulting with the new faculty member and faculty within the specific program, the chair will recommend colleagues, set mentoring objectives for mentors and mentees, maintain regular contact with both to monitor the efficacy of the relationship, and meet with mentors once a year to solve problems and share successes. The Chair will evaluate the mentor/mentee relationship as needed, serve as a mediator in the case of any conflicts between the two, and suggest another mentor if the initial match is not working.

*Types of mentor relationships:*

TT faculty will work closely with one primary mentor from the department. The department suggests that they also identify and work with a second mentor, either from the department or from another UNM department. Because often FLL faculty are the only specialists in their area on campus, TT faculty are also strongly advised to establish relationships with faculty at other institutions who might provide help and advice with their career trajectories.

*Meetings and responsibilities:*

TT faculty members will meet with their mentors and with the Chair at least once a semester. These meetings should ideally take place at the beginning of the Fall semester and mid-way through the Spring semester.

Mentors will also assist the chair with writing up the annual review of probationary faculty.

On the teaching side, mentors will visit mentees' classes at least twice during the probationary period. During the semi-annual meeting, they will consult with their mentees about who else should visit their classes, schedule class visits, and assure that there is a reasonable distribution of class visits. Mentors should be available to consult about syllabi as appropriate.

On the research side, mentors will read mentees' manuscripts and project proposals, and suggest possible publication venues and outside contacts.

At the mid-probationary and promotion/tenure reviews, mentors will be responsible for presenting the case for their mentees to the department.

Mentees are strongly encouraged to visit their peers' classes.

*Primary mentor's role:*

The primary mentor will guide, advise and support junior faculty in their careers at UNM. Some areas in which a primary mentor may work include: planning and following an efficacious path to tenure; developing a solid research trajectory; negotiating professional and career issues; working out a balanced teaching and research schedule; navigating institutional and administrative structures and responsibilities; and helping the mentee develop and expand a professional network on campus and in the discipline at large. S/he will also provide advice regarding service obligations. The mentor should also review the mentee's CV's and statements at the times of the two major reviews, and monitor his or her progress towards meeting the FLL guidelines for Promotion and Tenure.

