

**University of New Mexico**  
**Speech and Hearing Sciences Department**



The Department of Speech and Hearing Sciences (SHS) faculty mentoring program is intended to assist junior faculty members to reach their full potential in research, teaching, and service, and to be successful in the tenure and promotion process. Assistance from a well-respected, more experienced colleague can be an invaluable supplement to the guidance and assistance that a department chair provides a new faculty member during his/her early years at the University of New Mexico's Department of Speech and Hearing Sciences. The long-term goal of the mentoring plan is to develop the junior faculty member's visibility and prominence in the profession and achieve career advancement.

As soon as a candidate is offered a position and accepts, the SHS Department Chair will develop a mentoring plan for the new faculty member and assign a mentor. The SHS Department chair will pair the new faculty member with a senior faculty member who has achieved tenure. The following criteria will be considered to determine the best possible mentor/mentee matches:

- Academic interest
- Specialty
- Senior faculty member's current service load

(Note: A senior faculty member's participation as mentor will be considered a major service assignment.)

The chair will meet with a new junior faculty member in a timely fashion after he/she arrives. The chair will actively monitor the mentor-mentee relationship and will make a new assignment if that relationship is not productive.

The Chair will also be responsible for:

- Making the expectations and criteria for tenure and promotion clear
  - Making sure the new faculty member understands what is required for tenure
  - Making sure the new faculty member understands the timetables and deadlines
  - Being explicit about the way in which a new faculty member will be evaluated
- Facilitating the acquisition of resources to meet these expectations
  - Giving the new faculty member a list of the right person to call for different needs (e.g., contracts and grants office, etc.)
  - Making sure the new faculty member gets put on all the appropriate distribution lists (e.g., SIG's ASHA; UNM's OSET)
  - Working to secure the best startup package possible
  - Making sure the startup package arrives as promised
  - Steering promising, mature graduate students towards the new faculty member

- Considering the new faculty member's needs when making teaching assignments
- Minimizing the number of new courses prior to the mid-point review
- Suggesting appropriate service assignments with the goal of minimizing multiple major service assignments
- Giving frequent and accurate feedback
  - Conducting annual performance reviews
  - Discussing teaching evaluations
  - Meeting with new faculty member to discuss annual performance review
  - Sending new faculty member a written summary of review and our discussion
- Reducing the impediments to progress towards tenure and promotion
  - Facilitating access to non-academic and academic resources
  - Informing new faculty about University policies

The mentor will be responsible for:

- Meeting with the mentee on a regular basis
  - (NOTE: The department chair and/or mentor will meet with the mentee monthly.)
- Assisting the mentee in sorting out priorities: budgeting time, publications, teaching, obtaining appropriate resources, setting up a lab or experimental work, and service
- Helping the mentee learn about the kinds of institutional support he/she should seek in order to further his/her own career development (such as ASHA's MARC program; conference travel awards; access to research participants, etc.)
- Providing guidance on scholarly activities (e.g., read manuscripts, grant proposals) with the goal of helping the mentee achieve national peer recognition for their scholarship
- Introducing the mentee to colleagues and experts across campus
- Providing tips about how to get support for teaching and research and share UNM resources (e.g., OSET, OVPR) and professional organization resources (e.g., ASHA's MARC program)
- Offering insight into funding and help in access to funds (e.g., UNM's RAC; UNM's TAC)
- Assisting the mentee in understanding policies and procedures that are relevant to the new faculty member's work

By the end of each academic year, the chair will meet with each junior faculty member and provide a performance assessment following the Department's annual performance review procedures and criteria.