Draft of Chemistry Mentoring Policy, Pending Approval of the Chemistry Advisory Committee

October 19, 2011

1. Assistant Professors

The Head will pair each assistant professor with a tenured faculty member, who will serve as his/her mentor. The Head will meet with each pair once a year. In addition, the assistant professors will meet with their respective mentors at least once per semester. They will be encouraged to conduct their meetings away from the department (e.g., over coffee or lunch) at the Department’s expense.

2. Associate Professors

The Advisory Committee will evaluate each year the progress of all the associate professors. Based on the recommendations of the Committee, the Head will decide on a case-by-case basis whether mentoring is needed. In cases where mentoring is recommended (e.g., if a professor has been in rank for many years), the Head will appoint a mentor to meet with the professor at least once a year.

3. Lecturers

The Head will meet with all the lecturers as a group once a semester to explore matters of common interest. A mentoring program will be established, which will be available on a voluntary basis. Mentors will be selected from among senior faculty who regularly teach lower level courses as well as from the more experienced lecturers.

4. Informal mentoring

The non-tenured faculty will be encouraged to participate in the academic year biweekly Departmental informal meetings where they can have easy access to their senior colleagues.