

## **MENTOR PROCESS**

- A. The purpose of the mentoring process is to provide assistance to new tenure track faculty members, to acquaint new faculty to CSN and assist in their acculturation to CSN, to facilitate information acquisition, to support the development of teaching skills, to provide a support system for new tenure track faculty members and to assist new tenure track faculty in developing tenure portfolios and in understanding the portfolio process.
- B. The department chair or equivalent shall consult with each academic faculty member upon hire to determine whether the faculty member would like to work with a mentor. If the faculty member indicates that s/he would like to work with a mentor, the department chair or equivalent will work cooperatively with the faculty member to identify an appropriate mentor.
- C. At the beginning of each academic year the mentor and/or the faculty member may invite up to two additional faculty members, preferably in the faculty member's discipline or department, to participate in an annual mentoring conference.
- D. The candidate may, at any time, in consultation with the department chair, replace the original mentor with another faculty member.
- E. The faculty member shall, at the end of each academic year, prepare a portfolio which shall contain all course syllabi for the previous year and any other relevant material developed and/or used in the courses taught, materials developed in support of library development if she/he is a librarian, materials developed for counseling/advising of students if she/he is a counselor, documentation of service activities, documentation of professional growth activities, and any other material that the candidate deem significant.
- F. The mentor may, at the request of the faculty member, observe the faculty member's teaching or other primary duties.
- G. The mentor may also, at the request of the faculty member, review the tenure track faculty's student evaluations.
- H. The mentor committee (see item C above) shall meet with the faculty member at least once per year, although it is recommended that they meet more frequently. At this meeting the annual portfolio of accomplishments that has been developed by the tenure track faculty member will be reviewed.
- I. Service on a mentor committee or as a mentor shall be acknowledged by the department chair on the annual evaluation of a faculty member. Such service is considered to be part of a faculty member's service to the department, school, and college.
- J. Documents generated or advice given by the mentor or the mentor committee shall not be considered an official evaluation and shall not be used as part of the decision making process for determining tenure.
- K. The mentor committee shall cease to exist upon the appointment of the tenure committee for the tenure track candidate or when it is deemed no longer needed.