

## **School of Music New Faculty Mentoring Guidelines**

### **Introduction**

The School of Music provides mentoring for new faculty members as assistance in adjusting to their positions and roles at the University and in the School. Paramount is affording probationary (tenure acquiring) faculty members the opportunity to understand expectations defined in the School RPT Policies and Procedures. These guidelines are also intended to facilitate successful engagement with students in instructional and non-instructional activities. Guidelines prescribed in this document encourage productive interaction of probationary faculty members with their more senior colleagues. Mentoring serves as a point of reference regarding general questions and procedural issues and creates a vehicle for probationary faculty to receive advice from colleagues. It also offers senior faculty the opportunity to support colleagues new to the University of Utah.

Mentorship is intended to be a professional and collegial process conducted in an atmosphere of trust and confidentiality. Notwithstanding the purposes espoused in this document, it remains the sole responsibility of probationary faculty members to meet professional expectations as defined in departmental RPT and Annual Merit policies. Also, probationary faculty members are encouraged to seek the advice of several faculty colleagues, including those who may not be formally assigned to them as mentors.

### **Mentoring of Probationary Faculty**

All new probationary faculty members will be assigned two (2) School of Music faculty mentors. All tenured faculty members are eligible to serve as mentors. Mentors are assigned by the director of the School of Music based upon the recommendation of the probationary faculty member. One mentor will come from within the same area as the probationary faculty member. The other will come from the regular faculty at large. The director of the School of Music will consult with new faculty members near the beginning of their initial appointment for the purpose of identifying prospective mentors. The director of the School will then consult with faculty members nominated to serve as mentors before final appointment is confirmed. Probationary faculty members may request a change in one or both of their mentors at any time. The request should be submitted in writing to the director of the School. New mentors will be assigned according to the same process described previously in this paragraph.

In the first semester of appointment, probationary faculty members and their mentors should meet several times. Mentors within the same area as the probationary faculty member are responsible for assisting with preparation of course syllabi and for providing other general information about protocol and function within the School. Mentors from outside of the area are responsible for introducing guidelines, policies, and procedures of the School, College of Fine Arts, and University. RPT Policies and Procedures are of particular importance. Mentors from outside of the area are responsible in assisting probationary faculty members in preparing RPT materials and Annual Faculty Reports for the annual merit review process. General advice, including observation and recommendations regarding classroom teaching effectiveness (not required), can come from either or both mentors. It is the responsibility of the probationary faculty to request assistance regarding teaching and/or other general information from their mentor(s).

Probationary faculty members shall continue to have assigned mentors through their first Formal RPT Review (typically conducted in the fall semester of the 4<sup>th</sup> year). After this time mentorship is at the discretion of the probationary faculty member. Probationary faculty members are responsible for initiating meetings with their mentors. Meetings can be formal or informal and can be as frequent or infrequent as the probationary faculty member feels is necessary. Probationary faculty members

should meet with mentors prior to submitting RPT materials or Annual Faculty Reports each year to obtain advice on format and content. It is also recommended that they share and discuss with their mentor(s) written evaluations from RPT and annual merit reviews.

**Mentoring of New Faculty Appointed with Tenure**

For new faculty members appointed with tenure, only one mentor will be assigned. Mentors are assigned by the director of the School, in consultation with the new faculty member, and may be from any area within the School. Mentorship for newly appointed tenured faculty members is less structured than it is for probationary faculty members and is intended to provide general information about, and protocol within, the School, College, and University. There is no prescribed time period for mentorship of newly appointed tenured faculty members.

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