

## **Faculty Mentor Responsibilities**

1. Assist new faculty members with orientation into the department and college (answer questions regarding departmental policies, procedures, and general activities.).
2. Meet at least twice yearly to develop yearly goals and review progress.
3. Assist the faculty member in the development of clear and realistic career development objectives.
4. Assist with teaching peer review of the untenured faculty member (every other year basis) and of tenured faculty (at least every fifth year). The mentor may be appointed as a member of the peer review committee.
5. Present to the faculty on a yearly basis a summary of the mentee's yearly performance.
6. Provide personal and professional encouragement to the faculty member.
7. Provide advice and honest judgment regarding the mentee's professional activities and achievements.
8. Be an advocate for the mentee with the department chair and at department evaluation/discussions.
9. During annual review, work to fill out the Annual Retention Review Report (aka Tobias form) and distribute prior to faculty evaluations.
10. Serve as faculty advocate and /or mediator with work assignment from department or as facilitator in any interpersonal needs.