

Department Name _____ Date: _____

**2020 Checklist for
Department Faculty Mentoring Plans**

This checklist should be populated with page numbers, added comments (if needed) and signature by the Department Chair and the College Dean. A current copy of each Department's mentoring plan should be on file with Faculty Success at the start of every academic year.

Items to include in plans	page in plan	Comment
<p>Essential Elements are included:</p> <ul style="list-style-type: none"> • States that formal mentoring is mandatory for all early-career tenure track faculty through their promotion and tenure review • States that all newly hired faculty at Associate rank will be provided with a mentor for their first year at UTSA (within or without department) • States that all faculty will receive a copy of the mentoring plan and that the plan is posted (please note where it is posted –Sharepoint/website) • States by when and by whom new faculty will be assigned a formal faculty mentor (should be within the first semester) • States that faculty mentoring is separate from evaluation 		
<p>Responsibilities of Department Chair to:</p> <ul style="list-style-type: none"> • arrange mentoring matches • seek mentees' and mentors' feedback about their experiences in mentoring relationship(s) • evaluate and update the mentoring plans (providing a current copy and list of any changes /lessons learned to Faculty Success each Fall) • encourage mentors to complete UTSA mentoring training 		
<p>Responsibilities of Mentors to:</p> <ul style="list-style-type: none"> • initiate meetings with mentees • collaboratively set expectations with mentees for the mentoring relationship (availability, timeliness, advise not evaluate, confidentiality, resource-sharing) • arrange meetings with mentees (or make her/himself available to mentees) with required/recommended frequency of formal meetings • provide guidance, advice, suggestions about teaching, research, service and assist mentee in developing Career Development Plan • participate in activities (specify required and recommended activities of mentors in facilitating mentees' goal-setting, reviewing proposals, reviewing teaching and teaching syllabi, reviewing publication submissions, etc.) 		
<p>Responsibilities of Mentees to:</p> <ul style="list-style-type: none"> • prepare to engage with mentors with specific questions/ideas/topics/documents for review • collaboratively set expectations with mentors for the mentoring relationship (availability, timeliness, advise not evaluate, confidentiality, resource-sharing) • develop with your mentor a Career Development Plan for Early-Career Faculty (coming soon: located on Digital Measures) 		

We attest that the guidelines will be applied with new faculty members as presented.

Chair Name (typed): _____ Chair's Signature: _____

Dean's Name (typed): _____ Dean's Signature: _____