

The Ohio State University Libraries GUIDELINES FOR THE FACULTY MENTORING PROGRAM

Responsible Committee: AP&T
History: 4/96; rev.10/00; 6/05; 4/2/10; 12/1/11

PURPOSE

The Faculty Mentoring Program (FMP) is a flexible, informal program designed to enhance professional development by helping newly hired and non-tenured faculty balance and improve their research, teaching, and service responsibilities. It also is designed to introduce new faculty to the OSU Libraries people, tradition, and culture. Mentors and mentees benefit by exchanging viewpoints and ideas, as well as by sharing their knowledge and experience.

PARTICIPATION

Participation in the FMP is voluntary. Any newly hired or non-tenured faculty member may request a mentor. Any tenured faculty member may volunteer as a mentor. Participation in the program is considered a part of the individual's assigned duties.

New faculty will be informed about the mentoring program by the AP&T representative at the time of their interview and will be reminded of it periodically by the appropriate administrators. The relationship between the mentor and mentee will be flexible, informal and usually will last for a mutually agreeable period of time.

All issues written or discussed by the mentor and mentee will be kept confidential.

ROLE OF THE MENTOR

The role of the mentor is to help newly hired and non-tenured faculty members balance and improve their research, teaching, and service responsibilities. The mentor relationship supplements but does not replace the assistance provided by the faculty member's appropriate administrators and colleagues. The mentor may coach, encourage, advise, and critique the mentee's scholarship. Mentors may meet with other faculty to obtain suggestions for improving the mentee's scholarship, if that is acceptable to the mentee. Mentors are not expected to assist their mentees in their scholarship, but may do so if that is acceptable to the mentee.

Another possible mentorship role is to introduce new faculty to the OSU Libraries people, tradition, and culture. This can be a much more flexible and informal relationship involving less structure.

ROLE OF THE MENTEE

- The choice of mentor is at the mentee's discretion.
- The mentee should identify specific expectations of the mentor and make those clear.
- If appropriate to the purpose of the mentor relationship, the mentee and mentor may want to set goals and review them periodically.
- The mentee has no obligation to accept the mentor's advice or recommendations.

It is the responsibility of the mentee to meet the OSU Libraries' promotion and tenure criteria.

MENTORING PROGRAM COORDINATOR

The Mentoring Program Coordinator will be a member of the AP&T Committee. The Coordinator is appointed by the Chair on an annual basis. The duties of the Coordinator include:

- Recruit volunteers to serve as mentors
- Provide an orientation for new mentors
- Match mentors with mentees
- Serve as a resource to mentors and mentees
- Rearrange mentoring assignments as requested
- Report to the Committee on the progress of the FMP