

CBE Junior Faculty Mentoring Policy

The College of Built Environments

The College of Built Environments understands the importance of mentoring and the value of professional development when supporting Junior Faculty. CBE is committed to collaboration in many forms including mentorship opportunities for Junior faculty to engage, connect and create communities within CBE. Mentoring is one of the resources to ensure that Junior faculty are well integrated and supported at CBE.

While mentoring programs are designed in the interests of the mentee there are shared benefits. Mentors are able to gain insight into the experiences and challenges faced by Junior Through mentees, Senior faculty may be introduced to new approaches or different methodologies. Senior Faculty thereby benefit by becoming better leaders, teachers, and researchers. Through shared knowledge Junior faculty benefit from the knowledge aimed at developing their own careers and professional lives. Mentees are able to gain knowledge and insight to which may not be exposed until later in their career. Mentoring programs expand perspective, knowledge, skill set and encourages better collaboration and leadership skills.

PROCEDURE:

CBE mentoring guidelines require all new assistant professors to identify potential mentors by the end of their first academic year in residence. The establishment of the mentor/ mentee pairing relationship is informal and allows for mentees to select mentors of their choosing within CBE to form a mentor team. Mentees should select mentor(s) based on their professional goals in research, teaching and professional engagement. Appropriate Mentors include active tenured faculty within CBE.

Mentees are invited to seek at least one mentor within their home department and one outside of it based on their professional goals. Additionally, departmental chairs are expected ex-officio to be mentors of their junior faculty.

When selecting a mentor each mentee has the liberty to identify a senior faculty member from whom they can seek career advice and information. If the assistant professor faculty member is unable to identify a mentor, the Associate Dean for Academic Affairs and/or the Chairs are available to help with this process.

POLICY:

To begin, at the end of the first year, the mentee selects mentor(s) and meets with the mentors to set goals and expectations and create a plan for the subsequent year.

As minimum, the mentoring program is for one full academic year beginning in September and concluding on June 15th of the academic year. The program includes a total of six meetings a year to be scheduled as follows: two meetings with each of the three selected mentors.

Depending on the progress and desire of the mentee, ongoing mentorship opportunities can be provided at the request of the mentee.

Responsibilities of Mentor(s)

The mentor's role will vary depending on the faculty member's needs and other mentorships that the mentee is receiving from other entities in cbe, Uw, and nationally . It is vital that the mentor establish a structure early in the mentoring stage for optimal success. Mentors are expected to provide feedback as needed for curriculum, grant proposals or manuscripts. Mentors may be asked for advice regarding formal topics such as research, teaching, service opportunities, commenting on works in progress, recommending professional development workshops or groups to advance their faculty members career. Keeping in mind that informal communications that address a wide range of other issues are needed as well. Topics ranging from seeking advice in confidence regarding office politics, providing guidance regarding interaction with difficult colleagues, personal matters, or relocation issues pertaining to acclimating them to the new area. The mentor is expected to meet with their mentee at minimum 2 times preferably 3 times a year. Meeting times will vary but the mentor is expected to make proper time for the mentoring process through planning. Meetings format can be determined to meet the needs of both parties. Varying from in office, virtual, or off site location. Mentors are allotted up to a \$50 reimbursement for each meal cost incurred for up to 3 mentorship meetings per year if they choose to meet in a restaurant. Reimbursement submissions should be processed with prospective unit administrators.

Responsibilities of Mentee (Jr Faculty)

Junior faculty members are expected to be proactive in identifying their professional needs, goals and roadblocks, when seeking a mentor and seeking counsel. Junior faculty are expected to make every effort to engage in a positive mentoring partnership. The Jr Faculty is encouraged to take advantage of various opportunities to meet colleagues within and beyond their department, informal gatherings, lunch offers and college level receptions. Recognizing that the opportunities will help develop a wider network of professional relationships.

Disengagement from the mentoring relationship

CBE recognizes that occasionally the changing needs of a mentee may cause partnerships to result in the need for a new mentor. If either partner recognizes that the mentoring partnership has served its intended purpose, the first step is to discuss the matter with either their Dept Chair or the CBE Associate Dean for Academic Affairs. This will trigger the process of searching for a new mentor.. Faculty are encouraged to report any difficulties or concerns at the earliest possible moment. Both parties will be assured that all matters will be handled in strict confidence.

Policy Administration:

Effective Date: April 20,2023

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