

**National-Louis University Policy for Mentoring Policy for Tenure-track Faculty
FP 118**

Approved Faculty Senate:
Approved Board of Trustees:

March 15, 2006
April 26, 2006

Effective Date: July 1, 2006

PURPOSE

The purpose of this policy is to develop a method by which non-tenured, tenure-track faculty can be mentored by their tenured peers.

The mentoring process is intended for the formative development of new faculty members, but is not intended to replace or supersede such performance review and/or promotion and tenure reviews as are prescribed by the Faculty Guidebook.

The mentoring procedure is optional on the part of the faculty candidate. This is a voluntary mentoring process designed to provide faculty input and guidance into the performance review process and the various steps leading to application for tenure and promotion. The faculty candidate and the mentor are co-managers of the process, so both must take an active role.

Since mentoring entails a serious commitment, the role of mentor will be highly valued as service to the institution. Any tenured faculty member at NLU may serve as a mentor.

PROCESS

1. All newly hired, tenure-track faculty will be informed by their dean of the opportunity to receive input and guidance from a tenured faculty mentor. The dean may maintain a list of faculty willing to be mentors, but the newly hired faculty member need not choose from that list.
2. When a faculty *member* decides to have a mentor, he or she will invite a *tenured faculty member who is willing to serve*. The candidate should select the mentor at the beginning of the academic year or as early as possible after being hired for a tenure track position. The mentor can change from year to year at the discretion of *either party*.
3. The mentor will help the faculty candidate establish goals to be used in his/her performance review. They will meet together periodically to see if these goals are being fulfilled. Special effort should be made to setting and fulfilling goals in the areas *for tenure and promotion stated in the Faculty Guidebook* (Instruction, Service within the Institution, Service to the Profession and Community, and Professional growth and development).
4. The mentor *will provide the faculty member* with a confidential, annual, written report which may be used at the candidate's discretion in the performance review process. If circumstances

require replacement of the mentor before the end of the year, the mentor must submit his/her report covering the time served in that role.

5. The faculty *member* may use the mentor reports in his/her promotion and tenure dossier *at his or her discretion*.

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