

UICFACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

SECTION: FPP 700 Reviews/Development

NUMBER: 706

SUBJECT: Faculty Mentoring Policy

APPROVED BY: Vice Chancellor for Academic Affairs and Provost

EFFECTIVE DATE: February 2012

AUTHORITY: Vice Chancellor for Academic Affairs and Provost

CONTACT: Vice Provost for Faculty Affairs **PHONE:** 413-3470

E-MAIL: FacultyAffairs@uic.edu

NUMBER OF PAGES: 2

OBJECTIVE: Effective mentoring of the faculty is critical for enhancing academic excellence, building a strong and diverse faculty and developing a respectful and positive work climate in which all members of the university community can thrive. UIC seeks to make faculty mentoring a priority by undertaking and regularizing sound mentoring practices.

POLICY: In addition to the campus mentoring effort, each college/school is charged with developing and implementing a faculty mentoring program. Colleges/schools may require that each of its departments or units develop a unit level mentoring program.

There are many forms of mentoring programs and no single model will meet the needs of all units or individuals. Each college/school (and/or unit) should develop programs that are most relevant to their needs. All college mentoring programs must incorporate, at minimum, the principles included below.

1. Colleges are expected to provide a mentoring plan for each of the pre-tenure tenure-system faculty members. As capacity allows, colleges should consider building upon the initial program, to include tenured associate professors and non-tenure system clinical and research faculty.
2. The Dean is responsible for providing mentors for all eligible faculty. This responsibility may be delegated to the Unit Executive Officers (Heads/Chairs/Directors). Mentors and mentees should be consulted during mentor selection.
3. The Office of the Vice Provost for Faculty Affairs is responsible for providing training workshops for mentors, at least once a year. All newly-assigned or

first-time mentors are expected to attend the training during the first year of mentoring.

4. For faculty members with joint appointments, a single mentoring plan should be developed. The plan is to be coordinated among the units, with leadership from the faculty member's home unit as designated in Banner.
5. The design of the mentoring plans should demonstrate sensitivity to the different challenges faced by a diverse faculty. College mentoring policies need to be clearly communicated to all faculty members and mentoring agreements should emphasize clarity of expectations and roles for all parties.
6. Mentoring excellence may be considered in the annual review of faculty as well as be considered as a part of the promotion process. Mentoring excellence may be demonstrated through the mentee's assessment as well as the mentor's efforts and contributions to the program. It is expected that Associate and Full professor will accept mentoring as a responsibility and privilege of their rank.
7. Colleges must incorporate an assessment or evaluation program into the design of their mentoring program.

PROCEDURE: The College's mentoring programs should be published on college's website and updated regularly. Links to all college mentoring program web pages will be listed on the Office of the Vice Provost for Faculty Affairs (OVPFA) web site. Each college/school is responsible for submitting its web page link to the OVPFA upon completion of the mentoring program. All programs should be functioning for the current pre-tenure tenure-system faculty by the end of the SU 2012 semester and in place for the arrival of new pre-tenure tenure-system faculty for the FA 2012 semester.

REFERENCES: