



## MENTORING GUIDELINES

### James Pearson Duffy Department of Art and Art History

The Department established these guidelines to assist tenure-track faculty in their efforts to obtain promotion and tenure. The guidelines focus on providing information about the promotion and tenure process, opportunities for development and participation, and communications concerning the faculty member's progress. Should these Guidelines conflict with University Statutes, College of Fine, Performing, and Communication Arts policies, or the AAUP-AFT/WSU Agreement, the latter shall prevail.

#### Information for Tenure-Track Faculty

When a newly appointed tenure-track faculty member arrives at WSU, s/he is provided the following information by the Department Chair as part of his or her orientation to the Department; College of Fine, Performing, and Communication Arts; and University (links to much of this information are provided in the attached appendix):

- The Department and University Factors for Promotion and Tenure; the WSU/AAUP-AFT Agreement and a list of those provisions affecting tenure-track faculty including promotion and tenure, annual reviews, and term-contract renewals; and the College's policy regarding the third-year review.
- The Department and College By-Laws, list of Departmental committees and committee members, and other information that may be relevant to the Department's self-governance.
- University, College, and Department grants and awards for research, teaching, and service.
- University offices and services offering programs in support of grant applications and teaching.
- The format for the WSU Professional Record. The Department Chair will explain the necessity of the document and assist the faculty member in translating his/her CV to the Professional Record format.
- Personal copies of Robert M. Diamond, *Preparing for Promotion and Tenure Review: A Faculty Guide* (Bolton: Anker Publishing, 1995) and Peter Seldin, *The Teaching Portfolio: A Practical Guide to Improved Performance and Promotion/Tenure Decisions* (Bolton: Anker Publishing, 1991).

- The Department Chair will also introduce new tenure-track faculty to the Department's Undergraduate Advisor and Graduate Officer for orientations to undergraduate and graduate admissions, programs, etc.; and to the Department's Office Supervisor for an orientation to the fiscal policies and procedures concerning such matters as reimbursable travel expenditures and other transactions relevant to the faculty member's teaching area.

### **Communications Regarding Progress Toward Promotion and Tenure**

- The Department Chair meets with newly appointed tenure-track faculty members twice in her or his first semester, once close to the beginning of the term and once close to the end of the term to review policies, procedures, and any problems, if any, encountered by the faculty member.
- A yearly performance review will take place in May, as required by the AAUP-AFT/WSU contract, during which the Department Chair meets with each tenure-track faculty member, following the annual salary review, to discuss the faculty member's performance. The meeting and any resultant recommendations are summarized in a letter sent to the faculty member. While this meeting is not part of the selective salary process, the faculty member may elect to ask performance-related questions prompted by the salary-review process.
- Tenure-track faculty members are invited to participate in the Department's "senior" faculty/"junior" faculty mentoring program. This program is optional and strictly voluntary. See "Senior Faculty/Junior Faculty Mentoring Procedures" below.
- Tenure-track faculty members are encouraged to have more experienced faculty sit in on their classes to provide peer reviews on teaching and course management (and they are encouraged to sit in on the classes of more experienced faculty as well). The more experienced faculty member may write a letter of assessment, pointing out areas of strength and areas of potential growth. Such a letter would be shared with the faculty member and Department Chair for discussion.

### **Assuring Opportunities for Tenure-Track Faculty**

To enable tenure-track faculty to successfully launch their creative/research programs, teaching, and service records, the Department offers the following assistance:

- Tenure-track faculty members are given priority in the allocation of Department travel funds.
- Tenure-track faculty members are encouraged to apply for internal University and College-level research and teaching grants which, as a matter of policy, are also prioritized to support tenure-track and mid-career faculty.

- Tenure-track faculty members are encouraged to participate in curriculum review and development; to the extent possible, they are given opportunities to develop new courses or change existing courses in accordance with their personal expertise.
- Tenure-track faculty are shielded from overly burdensome service responsibilities in their first year or two of their appointments; and they are advised on the most appropriate service responsibilities to accept at the Department, College, and University levels as their experience and institutional knowledge grows.

### **Senior Faculty/Junior Faculty Mentoring Program Procedures**

- The Department offers an optional and strictly voluntary mentoring program that matches tenure-track faculty members (“junior” faculty) with tenured, full Professor or Associate Professor faculty members (“senior” faculty). Should a tenure-track faculty member wish to participate in the program, s/he should notify the Department Chair as soon as possible after his/her appointment, or well in advance of the beginning of his or her first semester of service.
- Upon being notified by a junior faculty member that s/he wishes to participate in the mentoring program, the Department Chair, in consultation with the Departmental Executive Committee, matches the junior faculty member with an appropriate senior faculty member.
- The following mentor/mentee meeting schedule is recommended: The first meeting each academic year should precede the first faculty meeting to discuss appropriate committee service prior to faculty self-governance elections; a meeting in the Winter Term to discuss preparations for the annual salary review; a concluding meeting each academic year following the mentee’s receipt of her or his annual review.
- The mentor and mentee should meet at least twice each term during the mentee’s first three years of service to address professional concerns such as the mentee’s creative/research program, teaching, and service. In the first two years, particular emphasis should be placed on the pursuit of internal research and educational development grants, external creative/research opportunities, effective teaching strategies and evaluation, and an introduction to an appropriate level of participation in the Department’s self-governance and service activities.
- Should the mentee wish to change mentor, it is recommended that s/he discuss the change with the Department Chair who can assist with the change.

## MENTORING GUIDELINES -- APPENDIX

### Promotion and Tenure: Criteria

Visit: <http://provost.wayne.edu/>

Highlight: “Faculty Resources” (on left), click on “Promotion and Tenure Procedures,” and then:

Click on “Promotion and Tenure Procedures Factors for Faculty” (pdf link)

Art and Art History-specific factors are at: <http://www.cfpc.wayne.edu/files/PandTart.pdf>

### Promotion and Tenure: Process

Visit: <http://provost.wayne.edu/>

Highlight: “Academic Personnel Resources” (on left), click on “Academic Collective Bargaining Agreements,” then click on “Academic Collective Bargaining Agreements,” then click on “AAUP,” and read following sections (at least):

“Article 20, Term Appointments”

“Article 22. Tenure Procedures”

“Article 23. Promotion Procedures”

University “professional record” format (used for annual reviews and all internal funding requests requiring vitae):

[http://provost.wayne.edu/academic\\_templates/profrec-faculty.doc](http://provost.wayne.edu/academic_templates/profrec-faculty.doc)

### Faculty Self-Governance

Department By-Laws: <http://www.cfpc.wayne.edu/files/bylawsart.pdf>

College By-Laws: <http://www.cfpc.wayne.edu/files/bylawscfpc.pdf>

## **University Research and Teaching Support; Sabbatical leaves**

Visit: <http://research.wayne.edu/>

On left side click on: “Research Funding Opportunities,” then click on “Internal Funding Opportunities,” then click on “Internal Research Support Booklet”

See especially: University Research Grant Program  
Educational Development Grant Award  
Humanities Center Faculty Fellowships

Visit: <http://provost.wayne.edu/>

Highlight: “Academic Personnel Resources” (on left), click on “Academic Collective Bargaining Agreements,” then click on “Academic Collective Bargaining Agreements,” then click on “AAUP,” and read following section for sabbatical information:

“Article 13. Leaves of Absence”

Visit the University’s Office of Teaching and Learning at: <http://www.otl.wayne.edu/>

## **College Research and Teaching Support**

Visit: <http://www.cfpcawayne.edu/>

Click on “Faculty and Staff” -- See “Awards” and “Funding Resources, Internal”

See especially: CFPCA Faculty Creative/Research Grant  
Dean’s Supplemental Funding  
Dean’s External Grant Incentive Award

## **Faculty Benefits**

Visit: <http://wayne.edu/faculty/>

Click on “Employee Benefits”