

INTERNATIONAL STUDIES FACULTY MENTORING PLAN

December 2008

This plan has been devised on the basis of discussions in the fall of 2008 among the members of the International Studies (INTL) Program Committee, and approved by the INTL Program Committee at its meeting on 4 December. It should be periodically reviewed to ensure that it is adequately successful in creating a good mentoring process for tenure-track faculty in INTL.

INTL is a small program, with only 1.5 FTEs as of 2008-09. The INTL Program Committee consists largely of faculty whose FTE line is in other departments, and who serve three-year renewable terms on the International Studies Program Committee. The following plan, therefore, seeks to strike a balance between the goal of medium-term personnel stability and accountability, and the reality of the inability to rely on a high level of longer term personnel stability.

At the start of any three-year review cycle for an untenured FTE (“instructor”) in INTL, the Director of INTL, in consultation with the tenured members of the committee, the instructor, and the Provost, will appoint a Mentoring and Review Committee (“Committee”) of tenured faculty. In the case of an instructor with a joint appointment, this Committee will also be developed in consultation with the person’s other program or department. The Committee will function for the three-year review cycle. The Committee will serve both the formative and summative functions for the instructor. It may be that people on the Committee do not serve on the INTL Program Committee for the same three years. The Committee will have a minimum of three members, each of whom should have adequate experience working with INTL. One of these should be the Director of INTL. In consultation with the Director, the instructor may request to add to the Committee a fourth person from outside INTL. In consultation with the tenured members of the INTL Program Committee and the instructor, the Director will appoint one member of the Mentoring and Review Committee to be chair.

Since the third year of a review cycle is devoted to the summative review, in reality this means that the formative mentoring process operates in full only for the first two years of a review cycle.

In any given semester at least one person from the Mentoring and Review Committee will work on mentoring with the instructor. This will involve more than one discussion, and in total will address teaching, research and service.

Central to this is a plan for visiting classes. The goal is that in any given semester the primary mentor and the faculty person visit each other’s classes several times, and so form a “teaching pair.” It is ideal if the pair visits classes at the same level in a given semester.

Over the course of the three-year review cycle, the instructor will have the opportunity for visits and feedback on courses at the introductory, intermediate and advanced level. Also over the three-year review cycle, the instructor will have the opportunity for visits during the early, middle and final phases of a course. The teaching pair will meet before the visits to discuss the instructor's goals for that portion of the course, and the means and content the instructor plans to employ. The instructor should indicate if there are specific areas of teaching to which s/he wants the mentor to pay special attention.

The teaching pair will meet again soon after the classroom visits. The mentor will provide the instructor a totally confidential written summary of her/his observations, and the two will meet to discuss the mentor's observations and suggestions for the development and improvement of the instructor's teaching skills.

After each semester, the Committee member who worked with the instructor that semester will meet with the instructor to review the results of the end-of-semester student evaluations.

It is desirable for every member of the Mentoring and Review Committee to work with the instructor at least one semester in a review cycle. The chair of the Committee has the primary responsibility for mentoring the instructor.

The Mentoring and Review Committee will meet at least once every academic year to discuss the candidate's progress. The chair of the Committee will write a summary of the discussion to give to the candidate. This document is also totally confidential.

The chair of the Mentoring and Review Committee will meet with the candidate at the end of each academic year to review the entire preceding year in terms of teaching, scholarship and service, and to set goals for the next year.

In the case of a candidate with a joint appointment, the implementation of mentoring in any given semester will be done in close consultation with the mentor(s) from the other program. It is our intention that a candidate with a joint appointment not be unduly burdened by excessive mentoring requirements, and at the same time that INTL fulfill its responsibilities adequately to provide mentoring for each candidate.

All formal mentoring meetings between the instructor and members of the Mentoring and Review Committee, whether individual or collective, are to be documented in writing. This information is totally confidential, and does not directly factor into the summative review process. It is to be stored by both the instructor and the chair of the committee.