

Women's, Gender & Sexuality Studies

Faculty Mentoring Program

The Women's, Gender, and Sexuality Studies Department is committed to the accomplishments, work, and well-being of its faculty at all stages of their careers. To this end, we have adopted this Faculty Mentoring Program intended to provide the range of resources, support, and networks necessary to achieve success at UMB.

TENURE TRACK JUNIOR FACULTY

□ ASSIGNED SENIOR FACULTY MENTORING

The department chair shall be responsible for assigning a mentor to each junior faculty member (JF) from among the senior faculty (SF), and the JF member is encouraged to offer input about this assignment. The role of the SF mentor is to provide sound advice and guidance.

The SF mentor shall serve as a resource for information about the university and career-related support for the JF. Examples of this kind of information-sharing and support might include but are not limited to: talking through teaching challenges or concerns; discussing the JF member's research and various options regarding publication; addressing challenges regarding publications and strategizing re: timelines for publication and dealing with reviewer comments for articles and/or book manuscripts; discussing professional organizations, networking, conferences, and relationship to the profession more broadly.

The SF mentor will be available to meet at least **twice each semester** during the academic year. This meeting can take the form of a meal or coffee at or outside of the work place, as suits the faculty members in question. Conversations between the SF and JF will remain confidential unless the JF authorizes the SF to share the information with a designated person as necessary and helpful to the JF.

□ DEPARTMENT CHAIR MENTORING

The department chair will be available to assist the JF in four key areas: 1) course development, especially the process for submitting a new course through university governance; 2) AFR preparation, especially the first time the JF member is undertaking this effort; 3) planning and preparations for the Fourth Year Review,¹ and later, planning for the Tenure and Promotion to Full Professor reviews; 4) decision making regarding service at all levels—department, college, university, and professional/community.

The JF member and department chair will meet at least **once every semester** to discuss these and related matters.

¹ The Chair of the Department Personnel Committee (DPC) may also be consulted for advice on the AFR as well as on the review process and file requirements at each stage of promotion.

EXTRA-DEPARTMENTAL MENTORING

The JF may also choose to secure a mentor from outside the department for additional support. At the end of the JF's first year, the JF and the SF mentor can discuss if the JF would like to identify such a mentor and together, they can develop a list of possible mentors. The SF and JF will work together to reach out to potential mentors. The mentor and JF will collectively agree on the form and content of their mentoring relationship.

It should be noted that while the SF mentor is to be considered the JF member's "official" go-to person for help and support within the department, the neither this relationship nor this document mean that the JF member cannot seek guidance or advice from other SF both within the department and outside it. The WGS Department supports and encourages JF members' efforts to build relationships across the department, college, and university. In short, the purpose of the JF Mentoring Program is to formalize one aspect of what is ideally a broad network of support available to JF members, but should *not* be taken to be the exclusive form of support available to JF nor considered the only avenue of support a JF member might pursue.

Also, while the department strives to provide JF with advice and support through this mentorship program, the JF member assumes ultimate responsibility for the form and content of the record and materials presented by her or him at the time of their major personnel actions.

NON -TENURE TRACK FACULTY

DEPARTMENT CHAIR MENTORING

The Department chair will meet with each member of the NTT faculty **annually** to discuss any issue relative to their role in the department (teaching, course development, service responsibilities, AFRs, etc). This meeting will be scheduled at a mutually convenient time and place once annually.

While NTT faculty members are not required to carry out research or to produce publications, the department recognizes that many do, and that research and teaching are often intertwined. The Department therefore will strive to offer support to NTT faculty with active research agendas and provide mentoring to that effect if needed.

A Senior mentor in the Department may be assigned to NTT faculty who request one. As in the case of TT faculty, NTT faculty can also seek out extra-departmental mentorship and ask for support from the Department chair in doing so.

GROUP PEER MENTORING

In addition, once **annually**, one of our Sr Lecturers II will offer a GROUP PEER MENTORING meeting for any interested NTT faculty. The department will provide support for both scheduling of the meeting and refreshments or a meal (depending on time of day).

MID-CAREER TENURED FACULTY

DEPARTMENT CHAIR MENTORING

The Department chair will meet with mid-career tenured faculty annually to discuss any issue relative to their role in the department (teaching, course development, service responsibilities, AFRs, etc) and promotion. This meeting will be scheduled at a mutually convenient time and place. The faculty member may also request additional meetings to discuss these or any other issues of concern.

- The mid-career faculty may wish to meet collectively with the Department chair and other senior faculty in the department to discuss and share information, review resources and challenges with regard to promotion. The Department chair can organize such a collective conversation once a year.

EXTRA DEPARTMENTAL MENTORING

The faculty member may also choose to secure a mentor or mentors from outside the department for additional support and guidance, particularly with regard to promotion to full professor or other matters of concern to the faculty member.