

## **ITDS Department Mentoring Program for New, Tenure-Track Faculty**

The ITDS Department recognizes the importance of providing from the outset effective guidance to all new, tenure-track faculty in the areas of teaching, research, and service. In pursuit of this objective, the Department has established the following mentor program.

### **Foundation:**

Upon joining the Department, all new, tenure-track faculty (hereafter called "new faculty") will receive and become familiar with copies of the following materials:

1. UNT and COBA Faculty Handbooks, UNT Catalogs, COBA and ITDS Department Mission Statements,
2. ITDS Department PAT / PAC procedures, and
3. The UNT tenure-track calendar, as well as annual or periodic COBA / UNT review procedures.

### **Mentor Program Activities:**

Duration of the mentoring program is the first two years of Department employment (a "year" defined as two consecutive "long" (or 16-week) semesters). Mentoring activities are as follows:

<b>Activity</b>	<b>Year 1</b>	<b>Year 2</b>
<b>Teaching</b>	Teaching Mentor: Course Coordinator or person selected by Chair  Teaching progress reviewed periodically by Chair	Teaching Mentor: Course Coordinator or person selected by Chair  Teaching progress reviewed periodically by Chair
<b>Research</b>	Research Mentor: Center Director or a Professor (selected by Chair)  Research progress reviewed periodically by Chair	Research Mentor: Center Director or Professor (selected by Chair; must be a different person from Year 1)  Research progress reviewed periodically by Chair
<b>Service</b>	Non-voting member of PAC; 1 long term each as non-voting member of COBA UPC and MPC	Non-voting member of PAC; Administrative experience from working with Chair

### **Mentor Responsibilities:**

Teaching Mentors will observe classroom performance at least twice a semester and will suggest improvements or provide other feedback **in writing** to the new faculty member, with copies going to the Department Chair and to the PAC Chair.

Research Mentors will work with the new faculty member to establish a program of research and publication appropriate for a person seeking tenure. Activities may include (but are not limited to):

1. Suggesting a program of publication aimed at helping the new faculty member meet tenure requirements in the publication area.
2. Suggesting target journals for publication.
3. Suggesting target conferences for paper presentation.
4. Critiquing / editing papers.
5. Contributing material to papers.

At the end of each long semester, the Research Mentor will report on the new faculty member's progress **in writing** to the Department Chair and to the PAC Chair (with a copy to the new faculty member).

Service Mentors will provide the new faculty member with a variety of service and administrative experiences intended to provide a solid foundation for future excellence in this area.

All Mentors will attend to the collegial behavior of the new faculty member, and provide guidance if or when needed for this important evaluative area. That guidance may be verbal or written; if written, the new faculty member, the Department Chair, and the PAC Chair must receive copies.

### **New Faculty Member Responsibilities:**

To have a successful probationary employment, the new faculty member must participate in all aspects of this mentoring program, and must make whatever improvements suggested by the Mentors. If the new faculty member wants to dispute the need for a given performance improvement, she/he may do so in writing to the Department Chair and PAC Chair, who will respond as they consider appropriate.