

**FACULTY DEVELOPMENT  
MENTORING PROTOCOL**

**CWRU School of Dental Medicine**

## **FACULTY DEVELOPMENT- MENTORING**

### **1. Goals**

- A. The SODM is committed to the recruitment and retention of outstanding faculty.
- B. A mentoring protocol for full time faculty, especially for the Assistant and Associate Professors in the tenure track and non tenure track, is fundamental.

### **2. Objectives**

- A. To provide mentorship guidance for faculty mentors and department chairs, to help the full time Assistant or Associate Professor faculty mentees to succeed at each reappointment .
- B. To develop mentoring guidelines for full time faculty at the Assistant and Associate Professor level in both the tenure and non tenure track for educators, clinicians and researchers.
- C. To annually track the mentoring activity using the Faculty Annual Report.

### **3. Mentoring Committee Composition**

Each Assistant Professor in consultation with the Department Chair forms a Mentoring Committee (MC) of at least two full time faculty members within the first four months of a new appointment or promotion.

#### **A. Department Chairperson**

1. Initiates the first meeting with the mentee within four months after the appointment or promotion to Assistant or Associate Professor to select the other MC members.
2. Participates in MC meetings as needed.
3. Receives input from the MC Chairperson for the preparation of the department's recommendations for the review periods and promotion and or tenure letters to the Faculty Academic Status Committee.
4. The Department Chair may assume the role of either Research Mentor or Tenured Mentor BUT NOT BOTH.
5. Receives and provides input to the mentee regarding progress reported in the Faculty Annual Report.
6. In the event that a Department Chairs is not tenured; he or she must assure that they have the constituents of the MC to assist in their efforts for promotion and tenure (Research Mentor and Tenured Faculty Mentor).

#### **B. The Mentee**

1. The mentee is ultimately responsible for his or her academic performance and compiling a portfolio of scholarship, teaching and service
2. The mentee selects the MC Chairperson. The MC Chairperson is the primary contact for the mentee.
3. The mentee responds to specified requests for progress reports to the MC chair and the Department Chair as well as for the Faculty Annual Report.

#### **C. Research Faculty Mentor**

1. Provides guidance in research and scholarship development. The Research faculty member must be one of the following:
  - a. Full time faculty member in the department of the mentee.
  - b. Full time member in the SODM from another Department.
  - c. Full time faculty member at CWRU with similar and/or collaborative research interests
  - d. A faculty member with similar and/or collaborative research from another university to be considered after consultation with the Associate Dean for Research

#### **D. Tenured Faculty Mentor**

1. Provides guidance regarding the requirements of the promotion and tenure process.
2. Initial guidance is to be provided within the first four months after the appointment or promotion to the Assistant or Associate Professorial level.
3. Thereafter as needed and especially for the third, sixth, and promotion and tenure reviews.

#### **4. Mentoring Committee Guidelines**

- a) The Mentoring Committee must meet within the first four months after the Assistant or Associate Professors' appointment or promotion to help ensure that the mentee understands the research and promotion and tenure responsibilities. A preliminary agenda and strategy as well as a timetable must be developed during this first meeting
- b) The Mentoring Committee must have the opportunity to meet at a minimum of twice a year and informal sessions as needed.
- c) The Mentoring Chairperson periodically reports on the progress of the mentee to the Department Chair.
- d) Additional members to the MC may be added at the request of the mentee or the MC Chair when needed. Additions or deletions must be reported to the Department Chair and an appointee from the Office of the Dean and the Associate Dean for Research if the research mentor is from another university.
- e) The MC chair will provide a listing of the MC membership annually to an appointee from the Office of the Dean, who will provide oversight for the Faculty Mentoring Protocol.
- f) The MC Chair will send a statement each year to the Department Chairperson and an appointee from the Office of the Dean indicating the MC has met on specific dates and its listed activities.
- g) Faculty who are mentoring should include Mentoring Committee participation on their curriculum vitae as an important attribute for their promotion and tenure consideration.

#### **5. Administrative Oversight**

- a) An appointee from the Office of the Dean will provide oversight for the Faculty Mentoring Protocol and be liaison to the University for this activity.
- b) The MC Chairperson will provide a listing of the membership of the Mentoring Committee to the Dean's appointee along with subsequent changes as they occur.
- c) A more detailed listing of Mentor and Mentee responsibilities will be developed by this office and forwarded to all full time faculty.
- d) An appointee from the Office of the Dean will periodically report to the Dean about program operations. Should difficulties arise with respect to an Assistant or Associate Professor's research, academic and or clinical assignments, these will be resolved by the Dean and Department Chair.
- e) There will be an annual evaluation of the mentoring program.