This document is designed to provide untenured faculty and senior faculty mentors with a set of guidelines to follow during the mentoring process. Successful mentoring relationships are fostered when both the mentor and the untenured mentee take responsibility for scheduling regular meetings and listening carefully to their partner’s input. They should consider the following guidelines.

1. The mentor should provide guidance to the mentee regarding the University at Albany tenure and review process, and the development of a hard copy and electronic portfolio of accomplishments and activities;

2. The mentor should review the mentee’s current Curriculum Vitae to help identify areas of strength and areas of weaknesses that relate to the tenure and promotion requirements;

3. The mentor should review the mentee’s teaching evaluations to identify areas of weaknesses and to develop a plan for addressing these concerns;

4. The mentor should provide advice regarding the level of department, school, university, and professional service that is appropriate for the mentee;

5. The mentor should ensure that the mentee has a structured approach to an area of scholarship and research and that the mentee’s intellectual interests are not creating a diffusion of effort;

6. When appropriate, the mentor should be willing to provide advice on how the mentee might respond to grant and contract proposal reviews from the sponsoring agency or non-governmental organization;

7. When appropriate, the mentor should be willing to provide advice on how the mentee might respond to reviewers comments concerning scholarly manuscripts;

8. The mentee should be willing to listen well, come to meetings prepared, communicate their needs clearly, and actively consider the mentor’s suggestions and advice.

The assignment of senior mentors should be by mutual agreement of the senior mentor and the mentee. The mentor should provide guidance to the mentee, but should not attempt to dictate the direction of the mentee’s scholarship and research. The mentor and the mentee should try to meet at least once per month during the academic year and at least once during the summer months. The mentor and the mentee should jointly complete an annual mentoring plan (due September 15) that outlines the goals for the
upcoming academic year. They should also complete an annual mentoring report (due June 15) concerning the activities that have taken place during the past year. Attached are a mentoring agreement prepared by Tine Reimers of the Provost’s Office that you may find useful in developing your plan and a template to help you prepare your annual report. Copies of the annual plan and report should be submitted to the mentee’s department chair and to the Associate Dean for Research.