



Department of Anthropology
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Anthropology Department Junior Faculty Collective Mentoring Policy

Approved by Anthropology Faculty on 8/23/2019

Objective

The goal of collective mentoring is to help junior faculty to achieve promotion and tenure by providing timely and effective access to advice, information, and professional networks.

Mentoring is independent of evaluation. Members of the collective mentoring committee described below will not serve on the retention, promotion, and tenure committees of the faculty they mentor.

Procedures

Formation and composition of the collective mentoring committee. During the first month of employment for new tenure-stream Assistant Professors, hereafter referred to as mentees, the department chair will, in consultation with the mentee, appoint a mentoring committee comprised of:

- a tenured faculty member of the mentee's subfield;
- a tenured faculty member of one of the two other subfields;
- a tenured faculty member from another UNM department or program.

Each mentor will be chosen to facilitate a specific set of skills, experiences, or goals.

During the first four weeks of the mentee's start date, the chair will convene a meeting with the mentoring committee and the mentee to develop a written contract explaining the terms of the mentoring relationship. The contract will include:

- agreement on frequency of meetings and meeting times between the mentee and individual committee members and between the mentee and the entire group (at least once per semester);
- a schedule of meeting times;
- mutually agreed preferences and expectations for correspondence, including modes of communication outside of meetings, expectations about how quickly the mentors will be available to answer questions, and agreement on signals of urgency;

- a list of issues for which the mentee is likely to need help during the year, e.g., setting up lab space, ordering equipment, teaching, departmental policies and processes, university policies and processes, manuscript preparation and submission, grant proposal preparation and submission, grant administration, introductions to other researchers in the field, etc.;
- agreement to complete the Mentoring Audit Form (see below) annually.

The faculty member should also have informal one-on-one meetings with the chair and committee members as needed.

Committee duration and change. The initial committee has a one-year time limit that can be renegotiated or terminated at any time by either party without prejudice. At the end of the first year, the mentee and committee will create a mentoring plan for year 2. While the mentee is encouraged to maintain a collective mentoring committee through promotion and tenure, they are free to structure the committee as they see fit after year 1. Mentees are encouraged to take advantage of multiples mentors over the course of their careers.

Evaluation. In the winter semester of each year, mentees will complete the Mentoring Audit Form.

Service: Participation in collective mentoring counts as service and will be integrated into annual faculty performance evaluations.

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Mentoring Audit Form to be submitted to the department chair annually by April 1.

Mentored faculty member: _____

Check the items that have been addressed, and respond to the questions at the end.

1. Have you met with your mentors, individually or together? How often?

2. Are there specific things the department and/or your mentors can do to better support you?

3. What did the committee do well to support you?

4. What could the committee do better?

5. Do you recommend any changes to the mentoring policy?

6. Do you have any special concerns the department and/or your mentors need to address? (e.g. joint appointments, early or delayed tenure plans, upcoming leaves)

Date completed _____

Sources

UNM ADVANCE memo *Proposed Guidelines for Mentoring Collectives*, January 2109

UNM ADVANCE memo *ECE Collective Mentoring Proposal—Pilot*, Mala Htun, December 2018

UNM mentoring resources

<https://advance.unm.edu/meta-mentor/>

<https://advance.unm.edu/event/new-faculty-orientation-series-annual-reviews-promotion-and-tenure/>

<https://mentor.unm.edu/resources/online-resources>