

COEHS Faculty Mentoring Guidelines

The Faculty of the College of Education and Human Services are committed to fostering a supportive community that enables faculty to thrive, excel at teaching, and promote student success. To help achieve these goals, this document provides departments guidelines for mentoring new faculty.

Mentorship is intended to help new faculty become acquainted with the logistics needed to get our work done and help new faculty become excellent in teaching, scholarship, and serving the university and the profession through service activities.

Mentors will take an active interest in mentees, offering both practical advice and strategizing with the mentee about ways to build courses, promote student success, and incorporate research, scholarship, and service into his or her workflow.

The college values all our faculty colleagues for their insightful contributions, effective practices, and dedication to new faculty and student success. Each of you makes Valdosta State a place where teaching, learning, scholarship, and service thrive. Thank you for all that you do.

Department Responsibilities

All faculty members in the department are encouraged to actively engage in mentoring and supporting the professional development of their new full-time and tenure-track colleagues.

The formal mentoring program should include pairing mentors with mentees, ensuring both understand their roles and responsibilities, and establishing a process for changing mentors if needed.

The Department Head will meet with newly hired full-time faculty to explain the mentoring program before assigning a mentor. In addition, he or she will provide new faculty with guidance on policies and procedures for annual reviews and personnel actions. Full-time and tenure-track faculty should understand how they will be evaluated in the areas of teaching, service and scholarship.

The Department Head will reinforce for new faculty members his or her willingness to assist with any mentor-mentee issues and provide the support needed to be successful in their faculty role. The Department Head will underscore the responsibility the mentee has for proactively seeking help.

Department Head will connect new faculty members with CELT, including the CELT Peer-Mentoring program and other professional development opportunities.

Mentor Responsibilities

Mentorship means taking an active interest in your colleagues, giving them practical advice, sharing knowledge and networks with them, and helping them develop a multi-year plan to achieve their teaching, service, and research goals. Mentorship is a supportive relationship, not an evaluative one.

The formal mentor is not responsible for meeting all the mentee's professional development needs but should help identify resources to support the mentee's goals.

Mentors should be accessible to discuss the mentee's research, teaching, and service, and check in formally at least twice per semester. Stay informed of the mentee's progress and connect them with resources to address areas of low productivity

Mentee Responsibilities

It is expected that new full-time and tenure-track faculty will take responsibility for their professional development.

Mentees should use their mentor to help build a strong and diverse network within and outside of the university. Mentees should take an active role in seeking the guidance of their mentor and using check-ins to ask questions about teaching, research, and service.

It is important to keep in mind that advice and suggestions offered by mentors are not directives. Mentees must decide if the guidance offered is the right fit for their goals.

It is important to talk to your Department Head if the mentor relationship is not productive or needs to be changed.

The formal mentor relationship is for one year.

Resources

[VSU Center for Excellence in Learning & Teaching \(CELT\)](#)

[University of Illinois Urbana-Champaign](#)

[Arizona State](#)

[Columbia University](#)