Guidelines for Senior Mentors of Tenure-Track Faculty

Senior mentors are typically tenured faculty who have served on an *ad hoc* review committee for tenure and/or promotion at Brandeis. Familiar with departmental and University protocols, they are able to advise tenure-track faculty, and to assist them in acquiring information.

**Responsibilities of a Senior Mentor**

1. Reach out to your mentee and be available:
   a. Contact your mentee in the run-up to his/her arrival at Brandeis.
   b. Meet with him/her sometime within the first three weeks of his/her first semester, and again before the end of each semester to discuss the preparation of his/her first activity report. Check-in informally and/or via e-mail on a regular basis.
   c. Invite your mentee to a University event such as the “Teaching at Brandeis” dinner, CST workshops, colloquia (or other events that might lend to his/her professional development), or simply invite him/her to lunch.

2. Act as an informal social conduit to introduce your mentee to faculty, staff and students in his/her home department as well as in other departments and programs.

3. Act as a sounding board to discuss any emerging issues or to answer any questions.

4. Act as a resource about department and University policy.

5. Direct your mentee to resources to further his/her scholarship and teaching goals, and introduce him/her to appropriate service opportunities in the department, University, and profession.

6. Offer your mentee advice on keeping track of/informing others of his/her activities, accomplishments, and honors (e.g., post on the Faculty Guide, departmental website, etc.).

7. Invite your mentee to share works-in-progress with you and with others in the department.

8. Discuss with your mentee which journals/publishers to target for his/her manuscripts.

9. Discuss and review external grant proposals with him/her. In the sciences, this is most effective in the first 1-3 years of a tenure-track appointment, when your mentee will be applying for starter grants.

10. *For the sciences:* Provide assistance with laboratory set-up and renovation issues.

Tenure-track assistant professors may also request a teaching mentor and a peer mentor. While the teaching mentor would be available to the new instructor to discuss syllabi, course assignments, grading issues, and course evaluations, and to participate in classroom visits, these topics and activities may also be addressed by the senior mentor.