

## **FACULTY MENTORING AT IBS**

Every assistant and associate professor at IBS will be assigned a mentor. The primary role of the mentor is to serve as a helpful contact for assistant and associate professors and advise them on questions regarding research, teaching, and service. Mentors will also be responsible for updates to appropriate groups on progress toward promotion.

### **ASSOCIATE PROFESSOR MENTORING PROCEDURES AND DUTIES**

1. Each associate professor will be assigned a full professor mentor.
2. Every year, by the end of March, the full professors will meet to review where each associate professor stands, based on their one-on-one discussions and review of the associate professor's achievements.
3. Each mentor will provide an update to the group, including both reporting on whether the associate professor has requested consideration for promotion and whether the mentor recommends going forward with a review.
4. For an associate professor that is thought to be ready for promotion review, an Academic Chair (selected by the Chair of the Senior Faculty Committee) will convene the full professors and follow the process for promotion as outlined in the Faculty Handbook and the IBS guidelines

### **ASSISTANT PROFESSOR MENTORING PROCEDURES**

1. Each assistant professor will normally be assigned a full professor mentor, however, associate professors may occasionally be asked to mentor an assistant professor.
2. If an assistant professor's mentor believes that he/she should be reviewed early, this recommendation will be discussed at a special meeting of all tenured faculty. Otherwise, consideration for promotion and tenure will follow the timeline specified in the Faculty Handbook.
3. Under usual circumstances, an assistant professor's mentor will not serve as the Academic Chair of the tenure committee.