
Mentoring
Hobart and William Smith Colleges
Department of Mathematics and Computer Science
Created Summer 2007

The following is intended both as a summary of the informal mentoring practices that have been current in the department, and also as a statement of the new, more formal procedures that the department will implement starting with the 2007/2008 academic year. We anticipate that these procedures will be revised as the benefits/drawbacks/ramifications become clear over time.

1. During the summer preceding a new faculty member's first term, the Chair will provide him/her with information about the courses that he/she will be teaching, the material that such a course typically covers, the text(s) that are in use or have been used in the past, etc, and provide any assistance required in ordering textbooks and desk copies.
2. One to two weeks before the start of a new faculty member's first term, the Chair will organize a department orientation session for the new faculty. All current members of the department will do their best to attend. The intent is to provide an opportunity to discuss syllabi, attendance policies, course content, etc, etc, etc.
3. Each term, each junior faculty member (Jr) will be paired with a specific senior faculty member (Sr) from the department who will act as a mentor for that term. The intent is that the Jr/Sr pairings will change each term.
4. Classroom visits
 - (a) First-term faculty (temporary and tenure-track):
 - In Jr's first term, Sr will attend the second week of one of Jr's courses.
 - Sr will attend a second week of classes in the same course during the second half of the term, prior to the last two weeks of term.

- Jr will attend a week of one of Sr's courses in the interval between Sr's visits to Jr's classes. The intent is not for Sr to demonstrate to Jr "how it should be done," but simply to provide Jr the opportunity to see what kinds of things other faculty are doing in their classrooms.
 - Within one week of the end of each week of visits, Jr and Sr will meet to discuss the experience.
- (b) Second-term-to-Review-I faculty (temporary and tenure-track): as for first-term faculty, except that the first Sr-to-Jr visit can be any time within the first four weeks of term.
 - (c) Post-Review-I, pre-Review-II faculty (tenure-track): as for pre-Review I faculty, except that Sr makes only one one-week visit to one of Jr's courses.
 - (d) Junior faculty are encouraged to request any additional visits to their classes – whether by their mentor or any other junior or senior or even extra-departmental faculty – that they might wish. They should also feel free to attend a variety of their colleagues' classes (in consultation with the colleague in question as to suitable times); various members of the department have in fact sat in on entire courses offered by other department faculty on various occasions in years past.
5. We expect that there will continue to be, as there has been in the past, a good deal of informal mentoring amongst all department members throughout each term.
 6. The Chair will make it a priority to keep in touch with all junior faculty members throughout each school year, and to address promptly any concerns they might have or issues they might raise.
 7. At the end of each term, Jr, Sr, and the department Chair will meet.
 - All three will read Jr's course evaluations for the past term, and discuss the evaluations and the term's teaching experience more generally.
 - They will discuss Jr's non-teaching activities and plans, and Sr and the Chair will provide guidance or suggestions in the areas of scholarly activity, other professional development, department service, community service.

8. At the beginning of the term during which a junior faculty member is up for Review I, the department Chair and the Chair of the Review I committee will meet with her/him to discuss the review process and to provide guidance and suggestions.
9. After a junior faculty member's Review I result is determined, the department Chair and the Chair of the Review I committee will meet with her/him to discuss the Review I report and to provide guidance and suggestions for the period between Review I and Review II.
10. At the end of the fall term preceding a junior faculty member's Review II year, the department Chair and the Chair of the Review II committee will meet with him/her to discuss the review process and to provide guidance and suggestions.