

Appendix D
MENTOR GUIDELINES
DEPARTMENT OF YOUTH DEVELOPMENT

According to article 3.02 (2)(d) of the University of Wisconsin Extension Articles of Faculty Governance, academic departments must have a mentor program operational. "A mentor program must make mentor support or assistance available to every probationary faculty member in the department. A mentor program must include an annual department review and a summary activity report filed with the secretary of the faculty."

The purpose of the mentor program for the Department of Youth Development is to provide support and assistance for probationary faculty members. A mentor continues support of the probationary faculty member through the probationary period. Mentors are not considered an advocate for the probationary faculty member's documents, but provide support and assistance to the mentee.

The Department of Youth Development in cooperation with the 4-H Youth Development Program area shall assign a primary mentor to each probationary faculty member at the time of hire. Program Liaisons, the Department Chair, and District Vice Chairs will cooperate on the assignment. Program Liaisons will take the lead. The Department Chair in consultation with Program Liaisons will review the list of primary mentors and mentees annually. Primary mentors need to be tenured faculty members within the Department of Youth Development. Either the mentor or mentee may request a change in the primary mentor at any time. In addition to the identified primary mentor, a mentee may request to have additional mentors for specific support tasks.

The Department Chair is responsible for providing a written document to the Secretary of the Faculty outlining the mentoring guidelines for the academic department annually, by June 30.

Responsibilities of the Mentor

1. Assist probationary faculty member in their orientation to faculty expectations. Engage in two-way dialogue with the mentee.
2. Provide feedback and assistance with the multi-year plan of work, annual plan of work, annual accomplishment report, and annual self-initiated performance reviews if requested.
3. Provide feedback and assistance in designing self-initiated performance reviews if requested.
4. Assist with the mini portfolio/portfolio or mini vita/vita process if the mentee chooses to complete the process.
5. Review relevant documents prepared by the mentee as requested or recommend other colleagues to review documents through the probationary period. If the mentor is a member of the Standards, Rank and Promotion (SRP) Committee, the mentor must refrain from assisting the probationary faculty member in the development or review of tenure documents prior to SRP Committee meetings. An alternate person can be appointed during the remaining probationary period.
6. Participate in the one-year anniversary review if requested by the mentee.
7. Participate in the three-year review of the probationary faculty member.
8. Maintain a record of contacts and outcomes as it pertains to the purpose of this process. This signed record of contacts needs to be reported annually to the Department Chair by January 15.

Responsibilities of the Mentee

1. Provide materials and solicit feedback from the mentor.
2. Engage in two-way dialogue with the mentor.
3. Assume responsibility for own professional development.
4. Request a 1-year review if desired.
5. Maintain a record of contacts and outcomes as it pertains to the purpose of this process. This signed record of contacts needs to be reported annually to the Department Chair by January 15.