

Appendix A

**Roles and Responsibilities of Mentoring Teams  
DEPARTMENT OF AGRICULTURE/AGRIBUSINESS**

I. Formation of the District Mentoring Team

Three individuals from the Agriculture/Agribusiness Department will make up a District Mentoring Team for each new faculty member hired in a tenure track position.

The three members should be, but do not have to be, from the same district as the new, untenured faculty member.

Mentoring Team Leader	District Vice-Chair
Second Team Member	A member of the Standards, Rank & Promotions Committee
Third Team Member	A tenured faculty member chosen by the new hire

When a new tenure track faculty member is hired, the Agriculture/Agribusiness Department Chair will direct the District Vice-Chair to serve as the District Mentoring Team leader during the new faculty member's probationary period (until tenure is earned or employment is terminated).

The Assistant State ANRE Program Leader, District Director, and County Office Department Head will serve in a consulting role to the mentoring team.

II. Responsibilities of the Mentoring Team

The role of the mentoring team is to provide guidance, support and objective evaluation to a probationary faculty member regarding their professional development and scholarly contributions. The District Vice-Chair will convene at least one face-to-face meeting of the mentoring team and the probationary faculty member annually, or more frequently based on individual need. Mentoring team meetings may be more frequent at either the request of the mentoring team members or the probationary faculty member. These meetings may be face-to-face or via other means as agreed upon by the probationary faculty member and mentoring team. These meetings may be done informally with one or more mentoring team members.

Mentoring team members will support the probationary faculty member in the initial and continued development of the documents listed below, which will become part of the individual's portfolio documentation for tenure. The mentoring team will review and critique the documents and any other relevant information to assess the probationary faculty member's professional development needs and progress in the area of scholarly contributions to the institution.

- Multi-year Plan of Work
- Annual Plan of Work
- Annual Accomplishment Reports
- Examples of Materials Developed (Teaching Outlines, Evaluations, etc.)
- Professional Development Plans
- Other Documents As Appropriate

The Mentoring Team will prepare an annual summary document that identifies both areas of strength and where further professional and scholarly development is suggested. The annual written summary is based upon the documents listed above, the faculty member's position description, and the UWEX program area missions. The summary document will be shared with the probationary faculty member, the Agriculture/Agribusiness Department Chair and/or other appropriate administrative personnel. (To ensure the written summary document will be available for a county or other annual administrative review, it is recommended that the required annual meeting of the mentoring teams be held in late summer to late fall.)

Upon completion of the third year review of probationary faculty members holding the rank of Instructor, the District Mentoring Team will make a recommendation to the Agriculture/Agribusiness Department Chair on rank change for the probationary faculty member from Instructor to Assistant Professor without tenure if the faculty member meets the criteria for this rank change. (Appendix B1, Guidelines for the Rank Change from Instructor to Assistant Professor.)

Should the probationary faculty member apply for promotion and tenure, the District Mentoring Team will prepare and submit a recommendation to the Department Standards, Rank and Promotion Committee regarding the tenure decision.

The department will do an annual review of the mentor program and file a summary activity report with the Secretary of The Faculty (UWEX Article 3).

Approved by department on April 4, 2002.