

Appendix H

Roles and Responsibilities Faculty Mentoring Teams

Formation of Faculty Mentoring Teams

Within three months after a new faculty member is hired, the vice chair in the district of the new hire will contact the new faculty member and assist them in recruiting a faculty mentoring team to serve during the new faculty member's probationary period (until tenure is earned or employment is terminated). It is recommended that the faculty mentoring team members will be in close proximity geographically to the probationary faculty member, but not necessarily in the same district. The probationary faculty member will contact the department chair with the names of faculty mentoring team members and designated leader.

The faculty mentoring team will consist of a minimum of two tenured faculty members. The team leader will be chosen by the team members and new faculty member. The district director, administrative unit department head,* and program area representative(s) will serve in a consulting role with the faculty mentoring team.

For non-county based faculty, participation on the faculty mentoring team may or may not include the previously mentioned persons. However, the participation of other appropriate persons within the University of Wisconsin-Extension is desirable, and the faculty mentoring team should seek out consultation with appropriate administrative personnel.

Tenured faculty may serve on a maximum of two faculty mentoring teams. They serve as a team leader for only one team

The faculty mentoring team will meet with the probationary faculty member by approximately six months of the probationary faculty members' date of hire. The district vice chair and faculty mentoring team leader, in conjunction with the probationary faculty member, will be responsible for filling vacancies or making changes to the faculty mentoring team membership.

*Means department head, county director, or campus department chair

Responsibilities of the Faculty Mentoring Team

The role of the faculty mentoring team is to provide guidance, support, and objective evaluation to a probationary faculty member regarding their professional development and potential scholarly contributions. The team is to provide guidance in the areas of:

- Scholarship
- Continuing professional development
- Leadership in program development
- Effective working relationship with colleagues and clientele
- Contribution to the profession, department and university
- Future contributions to the profession, department and university.

The faculty mentoring team will hold at least one face-to-face meeting annually, or more frequently based on individual need. The probationary faculty is responsible for initiating the annual face-to-face meeting. More frequent meetings may be held at the request of the faculty mentoring team and/or probationary faculty.

Faculty mentoring team members will provide guidance to the faculty member in the development of the documents listed below:

- Annual and multi-year plans of work
- Annual accomplishment reports and/or success stories
- Materials developed (teaching outlines, evaluations, needs assessments)
- Professional development plan
- Other documents as appropriate

The faculty mentoring team will conduct an Annual Review with the probationary faculty member. The previously listed documents will be reviewed. A summary of this Annual Review will be prepared by the team leader, based on the above documents, and shared with the probationary faculty member and Department Chair. The probationary faculty member may also share this summary with the district director, administrative unit department head, and program area representative.

Peer Review is a collegial review of scholarly work developed by the faculty member and is done by colleagues or specialists with professional expertise in the content area. Peer Review of scholarly work developed by the probationary faculty may also be done by the mentor team, utilizing the form in Appendix B2., in addition to the annual review.

When the third year Program Review is conducted by the District Director, administrative unit department head and program area representative, the faculty mentoring team leader and/or other faculty mentoring team member will participate as the Department of Family Development's representative.

At the time the probationary faculty member submits for tenure, the faculty mentoring team will make a recommendation to the Department of Family Development Standards, Rank and Promotion Committee regarding the tenure decision.

Responsibilities of the Probationary Faculty Member

The probationary faculty member will be responsible for:

- Working with the district vice chair in recruiting faculty mentoring team members;
- Initiating the annual meetings of the faculty mentoring team;
- Providing faculty mentoring team with appropriate documents for review

Department of Family Development, Family Living Programs, UW-Extension Administration Relationships

The promotion process is designed to facilitate and formalize the joint commitment of the department, program area and administration to work cooperatively to enhance the professional development of faculty members.

The District Director and Family Living Program representative along with other appropriate administrative personnel serve as consultants to the faculty mentoring team to ensure consistent, ongoing communication with the probationary faculty member.

The District Director and/or administrative unit department head will work with the county Extension Education Committee to understand and appreciate the value and relevance of faculty scholarship.

Faculty Mentoring Team Accountability

It is the responsibility of members of the Department of Family Development to serve on faculty mentoring teams and contribute to faculty development.

- If an individual is not asked or assigned to be part of a faculty mentoring team, it may not be held against them at time of evaluation.
- If the faculty mentoring team is not fulfilling its responsibility or if there is a conflict, faculty may discuss this with the department chair in order to resolve the issue and, if necessary, to change faculty mentoring team members.
- Ongoing orientation and support for faculty serving on faculty mentoring teams is essential. Training will be provided on an ongoing basis by the vice chair committee.

Fiscal Responsibility

The Department of Family Development will incur costs associated with training and meetings of faculty mentoring teams.

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