

Department of Horticulture

Policies for mentoring probationary faculty

The department chair shall:

1. Nominate a mentoring committee composed of tenured faculty in consultation with the Assistant Professor. At least one member should be from another campus department
2. The committee shall be approved by the faculty and the Assistant Professor.

The mentor committee shall:

1. Meet with the Assistant Professor at least twice yearly to discuss progress and problems faced in research, teaching, and Extension assignment, and in understanding UW/college/departmental procedures, priorities, etc. The committee may advise on research ideas to pursue and where funding might be obtained. They may assist the Assistant Professor to prepare initial research proposals.
2. Prepare a written summary of each meeting with copies going to each committee member, the Assistant Professor, the department chair, and the chair of the Promotion Screening committee.
3. Discuss faculty who might review instruction and Extension activities (peer review) and in consultation with the Assistant Professor invite the peer review with a written report.
4. Assist the Assistant Professor in producing the three-year contract renewal document. A member of the mentoring committee may be present as the Promotion Screening committee meets to discuss contract renewal and may speak on behalf of the candidate.
5. Assist the Assistant Professor in preparing the promotion document from Assistant to Associate Professor. A member of the mentoring committee may be present as the Promotion Screening committee meets to discuss such promotion.
6. Monitor the relationship of the mentor committee and the Assistant professor and recommend changes to the department chair if needed.

Suggestions for the Assistant Professor:

1. Keep the mentor committee informed orally or in writing of activities and of progress being made towards the creation and execution of program objectives.
2. Submit written reports to the mentor committee in the format specified in "Guidelines for recommendation of appointment to tenure rank" throughout the probationary period.
3. Seek mentor committee guidance with regard to research, teaching, or Extension assignments and activities.
4. Seek mentor committee guidance with regard to System/Campus/College/Department related problems and procedures.
5. The chair of the mentoring committee is the person you should approach with a problem if not adequately resolved independently. The Department Chair may also be involved as the situation dictates.
6. Documentation of activities and writing the document is the responsibility of the Assistant Professor. Seek the help of the mentor committee in editing promotion documents.
7. Promptly request changes in the mentoring committee if the existing relationship is not satisfactory to either or both parties.