

Darden College of Education and Professional Studies Guidelines for Informal and Formal Mentorship

The Darden College of Education and Professional Studies (DCEPS) is committed to the success of all faculty in the college. Quality mentoring can be used to support faculty at all ranks and across multiple aspects of faculty responsibilities. One faculty member may need to seek mentoring from various different individuals to address a multitude of professional needs. All faculty in the college are encouraged to seek mentoring as needed, from within their department, from other departments or colleges, or even other universities.

Informal Mentoring:

All faculty may elect to work with an informal mentor. Informal mentoring is an agreement between mentor and mentee to participate in mentoring activities. Those interested in participating in informal mentoring should refer to the DCEPS Expert Resources (located on the K Drive) and contact individuals on that spreadsheet directly. Informal mentoring is not monitored or rewarded. Informal mentors and mentees are encouraged to notify the chair of the activity.

Formal Mentoring:

All full-time faculty in their first year of service in the DCEPS will be assigned a formal mentor by the department chair unless the new faculty requests that the chair not assign a mentor and opts instead to participate in informal mentoring. Formal mentors to new faculty should typically have been at ODU for at least three years. Efforts should be taken to promote a good fit between mentor and mentee regarding particular expertise, such as research, grants or teaching. The mentor should help the mentee prepare for successful appointments, tenure and/or promotion, including maintaining the necessary portfolio information, understanding expectations in the department, finding the right balance between teaching, research and service, integrating into the department culture, and setting goals. Mentors may but are not required to involve mentees in

- x Encourage the mentee to become independent productive faculty members.

Mentees will have the following expectations

- x Attend monthly meetings with mentor throughout the academic year.
- x Communicate regularly as needed with the mentee via email, online, phone or in person
- x Provide review materials in advance of the due date for submission.
- x Adhere to the faculty development plan for teaching, scholarship and service.
- x

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- x Communicate regularly as needed with the mentee via email, online, phone or in person
- x Provide review materials in advance of the due date for submission.
- x Adhere to the faculty development plan for teaching, scholarship and service.
- x Consult with mentor about service requests they receive.
- x Become independent in scholarship, teaching and service.

The Chair will enquire to make sure that the mentoring relationship is satisfactory to both the Mentor and Mentee.

Agreed upon goals for the mentoring relationship:

A stipend of \$500 will be provided to the primary mentor at the end of May for serving successfully as a mentor.

Chair signature: _____ Date: _____

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Mentor signature: _____ Date: _____

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Mentee signature: _____ Date: _____

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