To: COE Chairs and Department Faculty  
From: Sue Strong, Associate Dean  
Date: January 13, 2003  

PROPOSAL:  
COE Tenure Track Mentoring Program  

RATIONALE:  
It is the responsibility of senior faculty, the department P/T committee, the department chair, the college P/T committee, and the college dean to offer guidance for faculty seeking tenure and promotion. There is general consensus from both the Chairs and Directors as well as the COE P/T Committee that a more formalized process, at the college level, to offer guidance to tenure track faculty might be helpful. In order to ensure that this guidance is offered college wide, a COE tenure track mentoring program will be established by the Dean and facilitated by Sue Strong, Associate Dean and Joanne Guilfoil, Chair of the COE P/T Committee. This program will begin Spring 2003 semester.  

PROGRAM STRUCTURE:  
The organizational meeting will be from 11:30 to 1:00 on Wednesday, January 29 in Combs 415. Pizza will be served; therefore, please RSVP to Raine Taylor by email or phone (23515). First and second year tenure track faculty have been personally invited to attend but the meeting is open to anyone in the COE.  

The group is designed to meet the individual needs of the tenure track faculty who attend and their input is invited on how to structure the meetings. Tentatively five meetings have been outlined for Spring 2003 semester. However, the wishes of the group will be considered in determining the number of meetings and the content of meetings.  

Meeting 1 Organizational meeting to set dates, times, and places for future meetings.  
Distribution of materials relevant for tenure and promotion and discussion  
Distribution of COE promotion and tenure policy.  

Meeting 2 Review of COE Procedures and Policies for Promotion and Tenure Policy  
Review of specific criteria for tenure and promotion with examples  

Meeting 3 Half of tenure track faculty present specific examples of their work and how the work fits into the COE specific criteria  

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Meeting 5 Individualized Tenure Track Plan developed in writing identifying:  
a) department mentor, college mentor, and university mentor  
b) candidate strengths and weakness  
c) other barriers to success  
d) ways to remediate weaknesses and barriers  
e) timeframe to remediate weaknesses and barriers