

November 3, 2000

**MEMORANDUM**

To: EM Faculty

From: Lorraine Olson, Interim Chair

Re: Mentoring Program

Cc: Dean Hendrix

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Here is the final version of the mentoring program for our department. We will have a formal assessment process for the program at the end of next semester, but if any issues arise that need to be dealt with before that time, please be sure to let me know. Thank you all for the time and energy that you devoted to developing this plan.

## **Mentoring Plan**

Although informal mentoring is already strong in the Engineering Mechanics Department, the consensus among the faculty was that a formal mentoring plan would also be beneficial. The formal mentoring plan consists of two components: an internal rotation component and a longer-term external component.

### Internal Rotation Component

The chair and each of the tenured associate professors will be responsible for the mentoring of each of the junior faculty for a short period (typically about a month) between now and the end of the Spring semester.

Nov-00	Dec-00	Jan-01	Feb-01	Mar-01	Apr-01
Olson-Baesu Dzenis-Yang Negahban-Turner Wu-Piltner	Olson-Feng Dzenis-Baesu Negahban-Yang Wu-Turner	Olson-Bobaru Dzenis-Feng Negahban-Baesu Wu-Yang	Olson-Piltner Dzenis-Bobaru Negahban-Feng Wu-Baesu	Olson-Turner Dzenis-Piltner Negahban-Bobaru Wu-Feng	Olson-Yang Dzenis-Turner Negahban-Piltner Wu-Bobaru

In this way, each junior faculty member has a chance to get specific feedback from each of the mentors over a short timeframe. During the "assigned time" the mentor should take the initiative to set up at least one discussion/mentoring forum with the junior partner. This can take any form, and some examples would include discussions over lunch or dinner, meeting in the department, meeting outside the department, etc. Some of the issues that the junior faculty are most interested in getting specific feedback about are related to the preparation of the tenure documentation.

### External Mentoring Component

Each of the junior faculty in the department will select a more senior faculty member from outside the department. The department will contact that outside faculty member to determine whether he/she is willing to participate in our mentoring program. (We will continue with the selection/contact process until a willing volunteer is identified). Each external mentor will be asked to serve until the end of the Spring semester. The mentor and junior partner will jointly establish mentoring/discussion forums with a timetable they deem suitable. At the end of the semester the junior faculty member will be given the option of selecting a new external mentor or remaining with the current external mentor. If the junior faculty member chooses to remain with the current external mentor, that external mentor will again be asked to participate in the program.

### Assessment

At the end of the spring semester, the junior faculty will meet with the Chair of the department to assess the effectiveness of the mentoring plan. At that point the plan will be modified to accommodate any changes that are deemed necessary. In addition, the Chair of the department will meet separately with the tenured associate professors to obtain their assessment of the mentoring plan, and identify any suggestions for changes from them. The external faculty mentors will also be contacted by the Chair of the department, both to formally express the department's appreciation for their participation and to identify any changes needed in the program.