GUIDELINES FOR COLLEAGUE ADVISOR MENTORING

School of Public and Environmental Affairs
INDIANA UNIVERSITY
(Original Document, ca. 1998)
(Modified August 2010, March 2016)

Statement of Purpose

The colleague advisor serves to inform, advise, and assist a new junior faculty member with his or her career development in the School of Public and Environmental Affairs. This assistance may properly take many forms, depending on the nature of the appointment and the relationship that is established. For a tenure-track assistant professor, examples include advice and guidance concerning the development of an academic career, (dealing with journals, editors, publishing companies, program chairs, etc.), cooperative research projects, advice on teaching assignments, assistance with balance between the many demands placed on faculty, and the like. For a newly appointed lecturer, the primary focus would be on teaching and service related to teaching (including services to the School). For new clinical faculty, the focus would extend to include development of appropriate school/university, public and professional service portfolios. The colleague advisor is expected to help the faculty member achieve the potential envisioned when he or she was hired and to insure that the faculty member is able to demonstrate the contributions he or she makes to the School’s mission. The colleague advisor may also be called upon to help protect the faculty member from demands not consistent with his or her professional development and type of appointment.

Process

The faculty member is expected to select a colleague advisor during his or her first year of service with the School. He or she should consult with the Associate Dean and Faculty Chair of the group(s) to which he/she belongs about the role of the colleague advisor, possible individuals available, and what the colleague advisor might be able to contribute to the development of that faculty member.

The colleague advisor for tenure track faculty should be someone who is active in research (preferably in a field close to that of the faculty member), who is capable of providing guidance with the promotion and tenure process, and with a compatible personality. For non-tenure track faculty, the colleague advisor should be a senior faculty member familiar with the School’s promotion process and with compatible teaching and/or service interests and expertise and with a compatible personality.

The faculty member may choose two colleague advisors in order to maximize these qualities. The faculty member may change advisors as his or her interests and concerns change. The Associate Dean (or his/her designate) and Chair of the faculty member’s primary faculty group will contact the faculty member at least once a year to assess the mentoring relationship(s).

To ensure that the mentoring relationship is and remains an active and constructive one, the colleague advisor should take the opportunity to meet with the faculty at least once each
semester to discuss his or professional development and progress in all key areas of faculty performance (as determined by the type of appointment). In turn, the faculty member should provide the colleague advisor with a copy of his or her annual faculty summary report when ready. Alternatively, the faculty member may request that the Dean’s Office provide the colleague advisor with a copy of the report.

On the basis of this report and informal discussions with the faculty member, the colleague advisor is expected annually to provide the faculty member with feedback on his or her accomplishments, with particular attention to progress toward tenure and/or promotion, as well as efforts to build a sound professional career commensurate with the type of faculty appointment.

However, to preserve open communication and confidentiality between the faculty member and the colleague advisor, such comments are for the private benefit of the person being mentored and should NOT be shared with the Dean’s Office. The faculty member may choose to ask the mentor to write a colleague letter and include such letters in the dossier he or she prepares for the third-year review and for the tenure and/or promotion review.