

Academic Responsibility of the Institution for Faculty Development

Mentoring of faculty is crucial to their development as teachers and scholars. Development is an ongoing process distinct from the evaluation process that occurs at specified points during the career of the faculty member. Development requires well designed mentoring programs and the participation of multiple parties including department members, the department chair, and the associate provost for academic affairs. The following are elements of a faculty development program.

1. The departmental role in mentoring begins with providing timely information on evaluation and tenure including the department's expectations and guidelines for obtaining tenure. All department chairs must meet yearly with each pre-tenure faculty member to discuss the evaluation and tenure process as outlined in the by-laws, the faculty member's progress towards tenure, and any activities (such as the preparation of a file or administration of narrative evaluations) that will take place in the coming year.
2. Faculty members may request colleagues within their departments or from other departments to directly observe their teaching by visiting the faculty member's classroom. Class observations for developmental purposes are to be carried out only by the invitation of the faculty member requesting such direct observation. Colleagues should make every effort to fulfill such requests.