

## **FLORIDA STATE UNIVERSITY SCHOOL OF INFORMATION MENTORING GUIDELINES**

Approved by the School of Information Faculty on 13 January 2021

Replaces version approved on 22 April 2020

Mentoring relationships are vital for faculty success because they enable acculturation, acclimatization, advocacy, advice, and support throughout academic careers. All tenure-line and specialized faculty members not at terminal rank will be assigned a first-year faculty mentor by the Director of the School of Information, usually by the end of the mentee's first full semester. This document spells out the individual and shared responsibilities of faculty mentors and mentees in the School of Information.

Responsibilities of the faculty mentor include:

1. Helping the faculty mentee identify key contacts in the School, College, and University, and providing general information about "the way things work" at FSU.
2. Ensuring the faculty mentee has access to all relevant School and University documents, including the Bylaws of the School of Information, the School's criteria and procedures for promotion (and tenure) of tenure-line and specialized faculty (as appropriate), the FSU Faculty Handbook, the Collective Bargaining Agreement between the University and the United Faculty of Florida Chapter at FSU, and the online resources offered by the University's Office of Faculty Development and Advancement.
3. Attend, if requested, the faculty mentee's annual review with the Director. The information gained at this meeting will be used to inform advice, suggestions, and mentoring plans.
4. Offering advice and suggestions regarding the faculty mentee's research, teaching, and service activities according to their assignment of responsibilities and as appropriate for their rank. This support may include advice on committee service, reviewing manuscripts or research proposals, discussing research ideas, and advising on balancing workload responsibilities.
5. Encouraging the faculty mentee to keep on track as they work toward promotion and/or tenure, and checking to see whether the required progress-toward-promotion materials (such as peer teaching evaluations) are being collected in their digital and/or physical personnel folders.

6. Assisting the faculty mentee with preparing their promotion materials, such as identifying potential external reviewers, reviewing personal statements, and answering other content-based questions about the promotion process.

Responsibilities of the faculty mentee include:

1. Working with the Director to identify a mentor and timing of the mentor assignment. The mentee will also communicate with the Director about changing mentors if the need arises.
2. Arranging for at least one meeting per semester with their mentor to discuss activities, issues, or concerns regarding the faculty mentee's work at FSU.
3. Considering all mentoring needs, including the need for multiple School of Information mentors (e.g., a teaching mentor and a research mentor), as well as mentors external to the School.<sup>1</sup>
4. Keeping the faculty mentor current and informed about the faculty mentee's research, teaching, and service activities according to their assignment of responsibilities and as appropriate for their rank, with raising any issues or concerns.
5. Carefully reviewing and asking the faculty mentor or members of the School's Evaluation Promotion and Tenure committee for any needed clarification about, all relevant School and University documents, including the Bylaws of the School of Information, the School's criteria and procedures for promotion (and tenure) of tenure-line and specialized faculty (as appropriate), the FSU Faculty Handbook, the Collective Bargaining Agreement between the University and the United Faculty of Florida Chapter at FSU, and the online resources offered by the University's Office of Faculty Development and Advancement. The mentee assumes the responsibility of locating these documents by working with the mentor and the iSchool administration.
6. Proactively managing progress toward promotion by seeking out advice from the mentor or other faculty members; reviewing promotion-related documents; making sure that the required progress-toward-promotion materials (such as peer teaching evaluations) are being collected in their digital and/or physical personnel folder; and preparing promotion materials in a timely manner.

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<sup>1</sup> Mentoring needs may be illustrated using a tool such as a Mentoring Map (<https://ncfdd-production-file-uploads.s3.amazonaws.com/media/399d28e3-a382-44b1-8bfa-4394ad6148d5-MentoringMap-Interactive.pdf>)

Shared responsibilities between faculty mentor and mentee include:

1. Understanding the types of needs mentoring can address. The Suggested Reading listed in this policy is a source of more information about mentoring.
2. Actively maintaining the mentor/mentee relationship by seeking and welcoming advice, opinions, or assistance from others as needed.

#### Suggested Reading

Florida State University Office Faculty Development and Advancement. *Faculty mentorship*. <https://fda.fsu.edu/faculty-awards/faculty-mentorship>

Florida State University Office of Research Development. *Research mentoring: Resources for mentors and mentees*. <https://www.research.fsu.edu/research-offices/ord/research-mentoring-information-for-mentors-and-mentees/>