

FACULTY MENTORING PROGRAM

Fall 2023

PURPOSE:

To establish a faculty mentoring program for new faculty, Assistant Professors, and other interested faculty within the Division of Epidemiology and Community Health to promote and support their professional success.

POLICIES:

1. Upon being hired, and at any later time, new and existing Assistant Professors will receive guidance on identifying and engaging at least two faculty mentors in the School of Public Health (mentors will be at Associate or Full Professor rank). Associate Professors may also request mentorship assistance. The mentee will have at least one mentor with whom they work on a regular basis, typically for content-area expertise, and one mentor for more general career development and professional advice, both mentors should be located within the division.
2. In cases of changing commitment, incompatibility, or where the mentoring relationship is not mutually fulfilling, either the mentee or the mentor should seek confidential advice from the Division Head. It is important to realize that changes can and should be made without prejudice or fault. The faculty member, in any case, will be encouraged to seek out additional mentors.
3. The Division Head and SPH Associate Dean for Faculty Affairs will periodically explore and customize the mentoring program to ensure that it meets the needs of the culture and mission of the Division.

ROLES:

ACTIONS/RESPONSIBILITIES:

- | | |
|---------------|--|
| Division Head | <ol style="list-style-type: none"> 1. The Division Head will select a senior faculty member to serve as the Faculty Mentoring Lead (FLM). 2. The Division Head will strongly encourage all new faculty and existing Assistant Professor faculty to identify at least two mentors within the first couple months of their hire date. The program will also be open to |
|---------------|--|

interested Associate Professors. The Division Head may also suggest this program to others who may benefit.

3. The Division Head will stay in close communication with the Division Faculty Mentoring Lead and attend one of the regular quarterly meetings during the year as requested.
4. The Faculty Mentoring Lead will facilitate meetings of all Assistant Professors in the Division at least quarterly (more frequently as needed) for news, updates, resources, and discussion relevant to faculty career development and preparation for promotion and/or tenure.
5. The Faculty Mentoring Lead will keep a record of Faculty Mentors for each Faculty Mentee and provide suggestions for new mentors.
6. The Faculty Mentoring Lead will circulate resources for junior faculty members as they become available, e.g., SPH Promotion and/or Tenure Timetable and Tenure-Track Continuation Date and Deadlines.
7. The Faculty Mentoring Lead will review Promotion & Tenure dossier drafts in a timely manner as requested.
8. The mentee will review the resources available at the end of this document and additional resources compiled in the future.
9. At the time of hire, or at any subsequent time in the case of existing faculty members, the mentee is responsible for identifying two mentors, one in their content area (primary mentor) and one who may be outside their content area (both in EpiCH). Additional mentors may also be listed from inside or outside EpiCH. These identified individuals are referred, in the guidelines, as the mentor team. The mentee is encouraged to initiate the request for mentorship, but the Mentoring Lead and/or the Division Head can assist in identifying potential mentors, and can facilitate launch of the relationship.
10. The mentee notifies the Faculty Mentoring Lead of the mentors that they have engaged and will update the Mentoring Lead if the mentor/s change.
11. The mentor will review the resources available on [Resources for Mentoring Best Practices, Page 5.](#)

Faculty Mentoring Lead (FML)

Faculty Mentee

Faculty Mentor

Once the mentor and mentee agree to form a mentoring relationship, the mentor will meet with the mentee several times a year, i.e., fall, spring and summer, or on another schedule as agreed upon with the mentee. Additionally, the mentoring team and mentee will meet twice yearly. The Division will pay for one lunch annually for the mentoring team. Please note we follow the [UMN Expense policy](#) for Business Meals. Rates for business meals may be reimbursed up to \$25 per person (includes food, beverages (alcohol excluded), tax and tip). Tips should not exceed 20%. Please note that the receipt should be submitted with the request for **no more than \$25 per person**.

Below is a sample justification:

Chart string 1024-11179-20231; lunches purchased for mentoring team lunch for [NAMES] on [DATE] at [LOCATION]. We discussed grant applications, division processes, getting support for studies, promotion process, etc., as we continue to establish mentor/mentee relationships. Due to scheduling challenges this meeting took place over the lunch hour.

Mentor and
Mentee

13. If the mentee is an Assistant Professor or is pre-tenure, it is recommended that the primary mentor and mentee meet following the annual evaluation, i.e., spring/summer months. At this meeting, they will discuss the mentee's annual evaluation, continuation letters, and plan for the coming year including a promotion plan, and, if necessary, plans for improvement and revised goals.
14. Mentors and mentees should meet three times a year at a minimum, but as agreed upon by the mentor and mentee.
15. The mentoring team and mentee will meet twice yearly. The Division will pay for one lunch annually (see step 12 above).
16. The mentor and mentee will agree upon areas of mentorship and discussion topics together.
17. Some important topics for mentorship discussion may include but are not limited to:
 - a. career and/or personal updates, encouragement, and support;
 - b. general career development advice;
 - c. review and discussion of the mentee's plan for career development;
 - d. identification of specific resources in the Division, School, and

University to assist the mentee to meet career development goals; and

e. review, discussion and advisement of the mentee's annual faculty continuation letter, tenure and/or promotion timeline, plan for career development, timeline and requirements for promotion and tenure.

18. Mentors and mentees should recognize that some mentor/mentee relationships might not be helpful or optimal. This possibility is much less likely if expectations are outlined at the beginning of the relationship and reviewed occasionally. Mentoring relationships are subject to mutual agreement and can be terminated without fault. The Division Head can help resolve difficult mentor/mentee relationships.

RESOURCES

University of Minnesota Faculty Resources:

University of Minnesota Faculty and Academic Affairs. We suggest you go first to the following site to find University of Minnesota resources, support, and programs available to you from the time of hire, through the promotion and/or tenure process, and beyond:
<https://faculty.umn.edu/>

Strong Start at the U: A Resource Guide for New Faculty:
https://docs.google.com/document/d/1A285mTSbl_N8c2F91GCzKEtbWyi2hEGgfAO281CdHZM/edit?usp=sharing

School of Public Health Academic Affairs – Appointments, Tenure and Promotions Policies:
<https://www.sph.umn.edu/about/offices-services/academic-affairs/>

Mentoring Training and Resources Available through the CTSI (Clinical and Translational Science Institute):
[Mentor Training | Clinical and Translational Science Institute - University of Minnesota \(umn.edu\)](https://www.umn.edu/mentor-training)

Department of Medicine/Medical School Faculty Mentorship Program:
[Faculty Mentorship Program | Medical School \(umn.edu\)](https://www.umn.edu/department-of-medicine/medical-school/faculty-mentorship-program)

Mentoring Best Practices Resources:

University at Albany, State University of New York, Mentoring Best Practices Handbook.
[Faculty Mentoring | University at Albany](https://www.albany.edu/faculty-mentoring)

University of California, San Francisco, Office of Academic Affairs and Faculty Development and Advancement. Faculty Mentoring Program:
<https://facultyacademicaffairs.ucsf.edu/faculty-life/mentoring-resources>

Columbia University, New York, Guide to Best Practices in Faculty Mentoring, Office of the Provost:
https://scse.d.umn.edu/sites/scse.d.umn.edu/files/columbiaumentoring_best_practices_1.pdf

Division of Epidemiology and Community Health

Pamela Lutsey

Professor and Faculty Mentor Lead (FML)

651-270-1514

lutsey@umn.edu

Colleen Flattum

Director of Programming and Strategic Initiatives

612-624-8283

flatt018@umn.edu

School of Public Health Academic Affairs Team

Lynn Eberly, PhD

Associate Dean for Faculty Affairs

612-624-1436

leberly@umn.edu

Stefannie Thompson

Senior Administrator for Faculty Affairs

612-626-1428

stef@umn.edu

APPENDICES A, B and C

A. School of Public Health Faculty: Tenure-Track Continuation Dates and Deadlines

*Sample: Tenure-Track Continuation Dates and Deadlines
Academic Year 2022-2023*

B. Important University of Minnesota and School of Public Health policies and procedures

C. Map Your Current Mentoring Network

Source: National Center for Faculty Development and Diversity

** The University of Minnesota is proud to be an institutional member of the [National Center for Faculty Development and Diversity \(NCFDD\)](#)*

APPENDIX A

EXAMPLE EMAIL: CONTINUATION OF PROBATIONARY TENURE TRACK FACULTY:

December 12, 2022

Hello Probationary Tenure Track faculty:

Thank you for your patience as the review process updates were completed for the 2022-2023 Continuation of Probationary Tenure Track Faculty. While the creation of the continuation dossier is the vehicle for reviewers of various backgrounds to evaluate your academic accomplishments, the core to the dossier is the Curriculum Vitae (CV). The School of Public Health (SPH) requires the use of the UMN [Works](#) reporting tool to create your CV for inclusion in the continuation dossier.

To assist and guide you in the completion of your continuation dossier, access the following presentations and instructions by adding the link to your browser to open.

- 1. To assist and guide you in the completion of your continuation dossier, access the following presentations and instructions. Continuation Workshop [slides](#) and [recording](#) of presentation by Associate Dean Lynn Eberly on November 30, 2022.*
- 2. The Works, Online Activity Reporting System [slides](#) and [recording](#) presented by Erin Edwards of the UM Provost Office*
- 3. Instructions for the [Dossier Creation and Submission Process](#)*
- 4. In addition to the CV, the continuation dossier includes additional accomplishments as shared in the [Continuation Dossier Overview](#) document.*

**Continuation of Appointment Process
Schedule Probationary Tenure Track Faculty
2022-2023 AY**

SPH Office of Faculty Affairs (OFA), School of Public Health (SPH), APT Support Team (AST), University of Minnesota (UMN)

DATES	ACTIONS
2022 November 30	Workshop for new and continuing tenure track faculty with Lynn Eberly, Associate Dean for Faculty Affairs (hybrid)
CREATION OF CONTINUATION DOSSIER	
December	Instructions for creation of continuation dossier distributed
December	Creation of dossier contents by faculty
2023 January 17	Office Hours with Associate Dean Lynn Eberly
January <i>TBD</i>	<i>WORKS</i> training session for creation of Curriculum Vitae
January 17-February 17	1:1 working sessions with Stefannie Thompson, OFA
February 1	Faculty created dossier contents for formatting/compilation <u>DUE to SPH AST</u>
February 1-13	Revisions and creation of complete draft dossier by faculty and AST
February 13	Complete draft dossier <u>DUE to SPH OFA</u>
February 14-28	Review of complete draft dossier Revisions returned to faculty and AST as needed
March 1	FINAL dossier with Signed Statement of Assurance <u>DUE to SPH OFA</u>
CONTINUATION REVIEW PROCESS	
March	Division tenured faculty review, meeting, e-Vote, and recommendations
April	APT Committee review, meeting, e-Vote, and recommendations
May	SPH tenured faculty review, meeting, e-Vote, and recommendations
June 23	Faculty candidate review and return signed form 12 <u>Due to SPH OFA</u>
June 30	SPH Dean review, recommendation, and sign form 12 <u>Due to UMN Vice Provost</u>

**Schedule is subject to change according to completion of actions.*

November 2022

APPENDIX B

Important Policies and Procedures

- Regents Policy on Faculty Tenure:

[Regents Policy on Faculty Tenure \(July 2020\)](#)

- Provost's Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty:

http://policy.umn.edu/Policies/hr/Contracts/TENURE_PROC01.html

- SPH Academic Faculty Appointment, Promotion and Tenure Policy (7.12):

[SPH Academic Faculty Appointment Promotion and Tenure Policy](#)

- 2012 Contract Faculty Appointment & Promotion Policy:

[SPH Contract Faculty Appointment and Promotion Policy](#)

APPENDIX C

Source: National Center for Faculty Development and Diversity

MAP YOUR CURRENT MENTORING NETWORK

