2020 Checklist for
Department Faculty Mentoring Plans

This checklist should be populated with page numbers, added comments (if needed) and signature by the Department Chair and the College Dean. A current copy of each Department’s mentoring plan should be on file with Faculty Success at the start of every academic year.

<table>
<thead>
<tr>
<th>Items to include in plans</th>
<th>page in plan</th>
<th>Comment</th>
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<tbody>
<tr>
<td><strong>Essential Elements are included:</strong></td>
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<tr>
<td>• States that formal mentoring is mandatory for all early-career tenure track faculty through their promotion and tenure review</td>
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<td>• States that all newly hired faculty at Associate rank will be provided with a mentor for their first year at UTSA (within or without department)</td>
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<td>• States that all faculty will receive a copy of the mentoring plan and that the plan is posted (please note where it is posted –Sharepoint/website)</td>
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<td>• States by when and by whom new faculty will be assigned a formal faculty mentor (should be within the first semester)</td>
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<td>• States that faculty mentoring is separate from evaluation</td>
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**Responsibilities of Department Chair to:**

- arrange mentoring matches
- seek mentees’ and mentors’ feedback about their experiences in mentoring relationship(s)
- evaluate and update the mentoring plans (providing a current copy and list of any changes /lessons learned to Faculty Success each Fall)
- encourage mentors to complete UTSA mentoring training

**Responsibilities of Mentors to:**

- initiate meetings with mentees
- collaboratively set expectations with mentees for the mentoring relationship (availability, timeliness, advise not evaluate, confidentiality, resource-sharing)
- arrange meetings with mentees (or make her/himself available to mentees) with required/recommended frequency of formal meetings
- provide guidance, advice, suggestions about teaching, research, service and assist mentee in developing Career Development Plan
- participate in activities (specify required and recommended activities of mentors in facilitating mentees’ goal-setting, reviewing proposals, reviewing teaching and teaching syllabi, reviewing publication submissions, etc.)

**Responsibilities of Mentees to:**

- prepare to engage with mentors with specific questions/ideas/topics/documents for review
- collaboratively set expectations with mentors for the mentoring relationship (availability, timeliness, advise not evaluate, confidentiality, resource-sharing)
- develop with your mentor a Career Development Plan for Early-Career Faculty (coming soon: located on Digital Measures)

We attest that the guidelines will be applied with new faculty members as presented.

Chair Name (typed): ___________________________ Chair’s Signature: ___________________________

Dean’s Name (typed): ___________________________ Dean’s Signature: ___________________________