

**THE COLLEGE OF ENGINEERING AND APPLIED SCIENCES MENTORING
PROGRAM
STONY BROOK UNIVERSITY**

Tenure-track faculty (referred to herein as junior faculty) are valuable members of the CEAS community of scholars and a critical asset for enabling the College to achieve its research and educational goals. For that junior faculty need to be nurtured and guided to achieve tenure and accomplish success in their careers. CEAS recognizes the importance of a mentoring process that enables open and continuous communication between junior and senior (tenured) faculty and provides feedback to junior faculty to help them achieve their career goals. Furthermore, mentoring enables cultural acclimation for new faculty, facilitates social networking, and helps faculty members feel welcomed and connected with the department and campus. The responsibility of mentoring rests with the department chair and the senior faculty of the department.

In response to the need for mentoring, the CEAS establishes mentoring guidelines for junior faculty. These guidelines will come into effect in the academic year 2016-2017. All CEAS departments are required to adopt a policy along the guidelines presented herein with some flexibility to adapt these guidelines as appropriate for the specific research focus of each faculty member.

Selection of mentors

Each junior faculty will be assigned by the department chair two tenured professors as mentors, one chosen from within the department and the other from any department within the university or affiliated research institution (e.g., Brookhaven National Laboratory, Cold Spring Harbor Laboratory, etc.) as appropriate. Selecting the second mentor from outside the department is especially recommended for faculty with cross-disciplinary research focus. The chair should consult with junior faculty about the selection of mentors.

The chair should communicate the importance of mentoring to senior faculty members and consider mentoring service as part of the service load of senior faculty. In addition, good mentors will be recognized by the Provost's Office through Mentor Awards each year.

The responsibility of mentors

The two mentors will meet informally (2-3 times a year) with the mentee over the course of the academic year in order to provide guidance on issues concerning teaching, research, scholarship, and professional service. This advice should be geared toward familiarizing the mentee with the department's standards for tenure and providing regular feedback to the mentee concerning his/her progress towards achieving these standards. Specific mentorship topics may include selecting professional references, quality and quantity of scholarship, research funding, feedback on teaching performance, and service within the department, the university and the profession.

The mentors should formally meet with the mentee every six months to evaluate and provide feedback on the progress of the mentee in terms of research, teaching and service and the plan for the next period.

The responsibility of senior faculty and the chair

The mentors should present the progress of their mentee at a senior faculty department meeting annually. Senior faculty may then provide suggestions and feedback about the overall progress of the mentee.

The department chair will compile feedback from the two mentors and input from the senior faculty along with his/her own feedback into the *annual mentoring report*. The chair will discuss the report with the mentee and give the mentee a copy of the report.

The chair will submit the *annual mentoring report* and any comments from the mentee to the associate dean for academic affairs to be used by the dean for reappointment and tenure decisions. The submission of the annual mentoring report for each junior faculty (incorporating feedback from the two mentors, the senior faculty and the chair as outlined above) to the dean's office is mandatory regardless of department-specific variants of the mentoring policy adopted by each department.