

**Mentor Committees**  
**Department of Design, Housing, and Apparel (DHA)**  
**2008**

The information described in this document regarding mentor committees is more specific than but consistent with the University of Minnesota "Procedures for Reviewing Candidates for Tenure and/or Promotion: Tenure-Track and Tenured Faculty" (dated October 15, 2007).

The annual schedule for DHA review during the probationary period is described in the DHA document, "Tenure and Promotion Timeline." The review process is in the DHA document, "Review Process."

**1. Purpose of the Mentor Committee**

- To advise candidate on choices that will reflect positive tenure and/or promotion decisions
- To understand and clarify how candidate's work meets tenure and/or promotion criteria
- To provide encouragement and nurturing per UM 7.11 statement
- Only meant to be mentoring, not assumed to be supportive of the tenure decision
- To serve in an assistive role for probationary faculty, not advocacy

**2. Members of the Mentor Committee**

- Three faculty members constitute the committee
- Maximum of one member from DHA undergraduate program (discipline) area
- A member could be from outside of DHA
- No close collaborator of the candidate on the committee for at least the first two years
- Membership is staggered over the years:
  - to minimize the personal investment of the mentors,
  - for the candidate to hear diverse, but reinforcing comments, and
  - for Mentor Committee members and the candidate to learn from one another.
- Term of Mentor Committee members should be for two years

**3. Scribe of the Mentor Committee**

- The Scribe compiles a summary of the discussions of the Mentor Committee meetings with the candidate. These become part of the candidate's permanent file.
- One member of the Mentor Committee volunteers to be the Scribe but the Scribe should not be:
  - the member within the undergraduate program area, nor
  - a collaborator on scholarship

- The notes must be signed by the candidate that he/she received and understands the information in the notes

#### **4. Responsibilities of the Mentor Committee Members**

- Assist with and review development of candidate's academic vitae and philosophy statements
- Meet at least annually with candidate to review performance, assist with communicating performance via academic vitae and statements, and advise candidate on choices of information to include
- Understand candidate's outcomes/accomplishments, i.e., the importance to teaching, scholarship, reputation of venues (publications, exhibitions)
- Communicate opinions and standards from others' perspectives
- Mentor Committee deals with content; Department Head deals with collegiality
- The Mentor Committee does not lead the discussion nor draft the department's summary statement during review meetings