

Procedures for Reviewing and Mentoring of Junior Faculty

The mentor committee shall provide development advice to the junior faculty member. Importantly, mentoring and reviewing shall be separate and involve different groups of people and procedures.

Mentor Committee

(1) A two-person subcommittee will be assigned to oversee the progress of each junior faculty member from the time of their appointment. The subcommittee shall serve as both advocate and mentor. It should be chosen in consultation between the junior faculty and the Chair within the first month of arriving at Columbia.

(a) One member shall be chosen from among the tenured faculty in the Department. Whenever possible, this person should share similar research interests to the junior faculty member.

(b) The second member shall be chosen from the tenured faculty outside of the home department. Whenever possible, this person should share similar research interests to the junior faculty member.

(2) The junior faculty member should meet twice annually with their mentor committee.

(a) It is the responsibility of the Chair to initiate the creation of the mentor committee, but it is the responsibility of the faculty member to schedule twice annual meetings.

(b) The mentor committee should serve to educate or remind the junior faculty member concerning the Columbia tenure process, as well as provide discussion or advice on other developmental issues.

Developmental Reviews

(1) The progress of junior faculty members shall be monitored in two ways:

(a) Annual meetings between the junior faculty member and the Chair or the Executive Committee shall occur at the end (or beginning) of each academic year to discuss progress and future goals.

(b) Extensive reviews in the third and fifth years after hire shall take place according to the standard Columbia schedule. These reviews shall be seen as milestones at which time the Department evaluates whether the junior faculty member is on target for tenure. Written *and* verbal feedback shall be communicated to the junior faculty member by the Chair at the completion of each formal review, no later than the end of that academic year. Feedback should address teaching, research, and service as well as areas of needed improvement.