

## EALAC JUNIOR-FACULTY MENTORING PROGRAM AND FACULTY FORUM

### MENTORING COMMITTEE

The Mentoring Committee consists of two tenured faculty who are appointed by the department chair during the junior faculty member's first semester at Columbia. Its members need not specialize in the same area or discipline as the junior faculty member.

The charge of the Mentoring Committee is to provide support and advice on how to succeed at Columbia and in academia more generally; to serve as a sounding board and if necessary to advocate for the junior faculty member; to provide feedback on research; and to help orient the junior faculty member within Columbia (for example, on finding available resources for research and teaching).

Mentors meet at least once annually with the junior faculty member (all together, or individually, as the junior faculty member prefers). Mentors should meet with the incoming faculty during her or his first semester.

Mentors should inform the department that a meeting has taken place, but **should not report on the substance of the meeting, nor provide an evaluation of the junior faculty member.** The junior faculty member should feel free to ask mentors for feedback and advice at other times when needed.

Mentoring meetings should be informal and collegial conversations. Junior faculty should feel free to request that conversations, or sensitive aspects thereof, be kept confidential. Topics of conversation might include (but are certainly not limited to) publishing strategies, securing resources, maintaining collegial relations, networking on and off campus, interacting with students, running courses, managing TAs, finding research assistants, balancing one's workload, scheduling leaves, and negotiating work-life issues such as housing, schooling, daycare, etc.

Although the department will make every effort to avoid it, it may sometimes be necessary for mentors to be involved in reviews of their mentees. In such cases mentors must maintain a rigorous distinction between the two roles.

### MANUSCRIPT EVALUATIONS

Junior faculty are encouraged to seek feedback on their book manuscripts from scholars outside Columbia. Upon identifying an appropriate scholar as an external evaluator, the junior faculty member should apply to the department chair for funding. The external evaluator must submit a written report on the junior faculty member's research, for which she or he will receive an honorarium. Department funds may also be used to bring the external evaluator to campus to consult directly with the junior faculty member.

### MINI-CONFERENCES & WORKSHOPS

Junior faculty are encouraged to organize a mini-conference around their book projects. The department will provide financial and logistic support upon submission of a proposal by the junior faculty member. Department funding is also available for workshops and other small-scale events designed to enhance the quality of the junior faculty member's research. Junior faculty should consult with the department chair, and with their mentors, as to specific possibilities.

#### FACULTY FORUM

The Faculty Forum will meet regularly (normally three times per semester) to offer junior and senior faculty members of the department an opportunity to present their research in an informal, collegial setting. A coordinator, to be appointed by the department chair, will organize the schedule. In addition to junior and senior faculty, speakers may occasionally include advanced graduate students. Meetings of the Faculty Forum will last one hour, and are open to graduate students as well as faculty.