



SAN DIEGO STATE
UNIVERSITY

Library

Faculty Mentor Program
Guidelines
April 30, 2020

INTRODUCTION

A commitment to mentoring new faculty is essential to promoting the mission of the Library and attracting and retaining excellent faculty. There is no standard model for faculty mentoring within the Library.

POLICY FILE

The Library shall maintain a Policy File item or item in the bylaws on the process of RTP based upon its specific criteria and expectations. [Refer to the Library Faculty Policy File, Section IV. GUIDELINES FOR REAPPOINTMENT, TENURE, AND PROMOTION LIBRARY].

LIBRARY FACULTY MENTORING GUIDANCE COMMITTEE

Per the Library Faculty Policy File, section 8.0, the Mentoring Guidance Committee:

8.1 Membership

A three to four-member Mentoring Guidance Committee shall be appointed annually by the Executive Board from the tenured faculty. At least one member must have the rank of Full librarian.

8.2 Functions

The Mentoring Guidance Committee **shall provide guidance and support to the faculty mentors** who are leading probationary faculty through the completion of the multi-year Retention, Tenure and Promotion process resulting in their being successfully granted tenure; and shall guide the mentors of tenured faculty through the process of helping their mentees attain Full Librarian status through Promotion.

8.3 Mentoring

8.31 A representative of the Committee shall meet with the new probationary faculty members within two weeks of their joining the library faculty. At this meeting the representative will discuss the pairing of the probationary faculty member (mentee) with a mentor from the ranks of the tenured library faculty. This Committee also shall make itself available to Associate Librarians who may be seeking Promotion in the future.

8.32 The Committee **shall meet with the mentors at least once each semester** and discuss the progress made by each probationary faculty member according to the guidelines laid out in the Library's mentoring policy.

8.33 A member of the committee will communicate regularly with the mentee to ensure the mentoring process is effective.

8.34 An RTP Workshop, sponsored jointly by this Committee and the personnel committees shall be held four months in advance of the first RTP submission deadline for faculty members seeking tenure. The committee will also make themselves **available to answer questions regarding the RTP process** from both the mentors and mentees.

8.35 The Committee shall be responsible for recommending changes to the content of the Mentoring Policy Guidelines.

MENTORING PROCESS

In general, the mentoring process is meant to assist faculty members in the pursuit of tenure and promotion, as well as a successful career at San Diego State University. The mentoring process is flexible depending on the needs and expertise of faculty seeking tenure and promotion. The process should reflect the culture and professional standards within varying disciplines.

The primary focus of the mentoring program is to guide tenure-track faculty through the RTP process. Mentors are not expected to solve or mediate issues related to daily operations of their mentee's work assignment. However, it would be good for the mentor to know [University](#), Library and [Collective Bargaining Agreement](#) policies and to be able to make suggestions to their mentees if issues in daily operations arise.

Successful promotion and/or tenure is the responsibility of individual candidates being mentored. Mentees must seek out information in a proactive manner addressing the library service effectiveness, professional growth, and service concerns of faculty being mentored.

The mentorship process is directed by one faculty person (the mentor) to guide the person seeking promotion and/or tenure (the mentee). They should meet frequently and regularly for discussion and evaluation. Additional tenured faculty will occasionally participate in this process, as is necessary.

The Library faculty shall provide opportunities for networking with colleagues and administrators; access to a designated faculty mentor and regular meetings to discuss essential topics; and information about campus culture and resources that advance professional development in library service effectiveness and research. [Refer to MENTORING CHECKLIST FOR SDSU LIBRARIANS at the end of this document].

Expectations and Tips for Mentees

- Carefully read the **Library Faculty Policy File** in your first two weeks.
- Identify an RTP mentor within your first month. If you are unable to identify someone, ask the Mentoring Guidance Committee for assistance.
- Attend the New Faculty Orientation in Fall and New Faculty events throughout the year.
- In your first month, meet with/tour each unit/area to learn what your colleagues do.
 - Schedule an appointment with the Head or Assistant Head of Collections for an orientation to the library's collections in total, including collection development funds, resource sharing, and stacks maintenance, if applicable.
- Commit to being regularly mentored. Meet regularly with your mentor and work with your mentor on how to create the most effective file for the RTP review process.
- Come prepared to mentoring meetings with questions and projects on which you want advice from your mentor. Try to stay on topic – formal mentoring meetings are an opportunity to talk RTP. Have fun and get to know your colleague too, but make sure RTP mentoring is taking place.
- Review sample RTP write-ups on our shared gDrive.
- Re-read the RTP section of the Policy File before you start your RTP write-ups.
- Allow ample time (more than 2 weeks) for your mentor to review RTP write-ups and provide you with feedback.
- Request peer-review letters well in advance of the due date. You do not have to ask your mentor for one, but that often does make sense. Be cognizant of deadlines and work schedules.

- Consider meeting with other tenure-track folks to work on RTP files. Many past successful candidates found this helpful, even if it was just to set aside dedicated time to work on their files and hold one another accountable for getting it done.
- Don't procrastinate! Make time throughout the year to work on your RTP write-ups so you're not cramming at the last minute.
- Pace yourself. Remember RTP is a 6 year process. By just doing your job (LSE, PG and SER), it should all start coming together in a few years. Representative examples of meeting the criteria will begin to surface.
- Consider sharing RTP review feedback with your mentor for further advice. However, please note that the review process is confidential and you are not required to do this.

Expectations and Tips for Mentors

- Know and consult the **Library Faculty Policy File**.
- Most mentor assignments require a time commitment of approximately 2-4 hours per month on average, with some of that time coming closer to the RTP review process deadlines.
- Initiate the first official mentoring meeting with your mentee. Discuss items in the checklist and decide how you will move forward (for example, decide who is going to schedule the rest of your meetings etc.)
- Meet regularly with your mentee. The Mentoring Guidance Committee has found that best practice is to meet at least once a month for an hour and a half (over lunch or coffee is fine).
- Set all meetings at least a semester in advance so you know it is scheduled and that the time is set aside for formal mentoring.
- Make yourself available to answer RTP questions.
- Make yourself available to read and provide guidance on your mentee's RTP file.
- Be prepared to advise your mentee post-review, whether it involves a response/rebuttal or simply a check-in to see if your mentee has questions about the review. Please note that the review process is confidential and mentees are not required to share their review files with mentors.

Expectations and Tips for Other Tenured Librarians in the Mentoring Process

- Know and consult the **Library Faculty Policy File**.
- Communicate opportunities for PG projects and try to include new hires on collaborative PG opportunities, if appropriate.
- Reach out - get to know your new colleagues.
- Make yourself available for mentoring new colleagues, both formally and informally.
- Area leads: invite all new hires to a meeting or a tour in their first month.
- Library CFA rep: talk to the new hires about our Union.
- Each unit/service point should consider creating an onboarding guide for that unit.

Expectations for the Mentoring Guidance Committee

- Chat with each new hire shortly after they start work (welcome wagon). Encourage them to select a mentor.
- When Admin sends a library-wide email announcing a new faculty member:
 - Send the [Library Faculty Mini-Profiles](#) document out to the faculty for revision.
- New faculty typically receive their SDSU email address on their 2nd day of work. As soon as they have an email address:
 - Make sure the new faculty member has access to the Faculty Documents folder on the Google Shared Drive.

- Send the new faculty member a welcome email ([sample email](#)), along with links to the Mentoring Checklist, the Library Faculty Mini-Profiles, and the RTP Writeup Examples.
- Communicate with mentors:
 - When a mentor is selected by a mentee, email the mentor ([sample email](#))
 - Email to all mentors at the beginning of every fall ([sample email](#))
 - Host a meeting in late spring each year for mentors to debrief on the mentoring process.
 - If a mentee asks a member of the Mentoring Committee a question pertaining to RTP and/or the mentoring process, send an email with the answer to the mentee and cc the other members of the Mentoring Committee.
- Communicate with mentees:
 - After one month on the job, communicate with mentees to ensure they have selected a mentor.

Mentoring Checklist SDSU Librarians

New Library Faculty Mentoring Checklist (for the mentee)

Activity	Meet with or ask the following individuals for assistance
Review primary job duties & expectations	Head of assigned unit and Associate Dean
Review library policy file and governance documents	Head of unit
Campus Resources:	
Instructional Technology Services	Covered in new faculty orientation
Center for Teaching and Learning	Covered in new faculty orientation
Institutional Review Board	Mentor
Grant Programs <ul style="list-style-type: none"> ● University Grants Program ● President's Leadership Fund ● Aztec Parent's Fund ● Research Foundation ● Pivot Database 	Mentor
Provide overview of liaison opportunities	
Provide general overview of our liaison structure	Leads of RIO and Collections
Send an email of introduction to departments for which you are a liaison.	New Hire
Discuss professional growth and research opportunities	
Set a research agenda	With mentor

	Explain travel, conference participation and funding	Chair of Travel Committee
	Introduce service opportunities & expectations	
	Review service opportunities CSU, SDSU and Library committees	Mentor
	Work with candidate to arrange a campus-level or library-level service opportunity	Senators and Faculty Chair
	Facilitate campus networking	
	Make introductions to library and teaching faculty with similar interests	All librarians
	Encourage attendance at campus and library events and social functions	All librarians
	RTP	
	Attend RTP workshops offered in your first year (and CTL lunch series)	New Hire
	Provide an overview of RTP process (be sure to explain what year the mentee is in as RTP is not always intuitive)	Mentor
	Consider joining informal RTP preparation meetups with other library faculty who are going through the RTP process	New Hire and tenure-track faculty
	In first year, review materials required for periodic evaluation	Mentor
	Beyond the first year, review requirements and examples for making a successful RTP case	Mentor
	Create and/or review the Candidate's Statement	Mentor
	Develop plan for strengthening the RTP documents for the coming year and/or for promotion to associate or full librarian.	Mentor

Revised by Mentoring Committee, September 5, 2019