

**COLLEGE OF VISUAL AND  
PERFORMING ARTS**

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THE UNIVERSITY OF TOLEDO

## **MENTORING PLAN**

### **First semester:**

#### August:

- All new faculty attend New Faculty Orientation week before classes begin
- Chairs make mentoring pairings for new faculty (protégé); consult other chairs for mentors outside this department for total of two mentors (one departmental and one external) per protégé
- Inform mentors and protégés of pairings and give contact information to each.
- New faculty members receive Advice for New Faculty Members by Robert Boice.

#### Early September:

- Name of mentors/ protégés due from dept. to dean
- All mentors and protégés invited to college social/get acquainted/get organized event
- Departmental meeting with protégés and internal mentors regarding departmental procedures and policies
- Dean meets individually with all first and second year faculty members

#### October:

- College workshop for all mentors/protégés: expectations for tenure

#### At least twice during the semester: individual mentor/protégé meetings

- First meeting:
  - For first year: Recommended first meeting approximately mid-term. Suggested topics: current classes and/or class prep for next semester, dossier prep, advising resources and strategies. Any feedback from protégés on orientation should be passed on to the Dean for dissemination to COIL.
  - For second year: Recommended first meeting very early in the semester to assist/advise with dossier prep.
- Second meeting:
  - For first year: It is highly recommended that mentors meet with protégé during final preparation of the first year dossier.
  - For second year: Before end of semester, meet to discuss professional development issues.

Early December: Chairs meet with protégés to discuss mentorship pairings; adjustments made as needed.

**Second semester:**

Mentors and protégés meet as needed.

March:

- College meeting of protégés and mentors

End of semester:

- mentors and protégés submit evaluation of the mentorship
- Dean meets individually with all first and second year faculty members

Things to watch for (no set schedule):

- Provost and/or Faculty Senate dossier workshop for tenure, promotion and renewal for all tenure track faculty
- COIL workshops and events