

SOA POLICY AND PROCEDURES ON MENTORING

Passed by the SOA faculty November 18, 1996

It is the responsibility of the Director, working with the tenured faculty, to ensure that new faculty members are appropriately advised and assisted in a manner that will allow them to be successful. The Director, or his/her designee, shall meet at least once a semester with each untenured faculty member to discuss his/her progress. In the case of Instructors (I2) this mentoring shall apply to the first three years with the SOA. Examples of mentoring activities that might be discussed are:

- **General:** new faculty orientation sponsored by the UH, the CBA, or SOA, assistance with paper work (such as reveal requests), assistance in finding housing, etc.
- **Teaching:** discussion of teaching techniques or course materials with other faculty, participation in seminars on teaching sponsored by UH, the CBA, the SOA, the AAA, etc., mid semester reviews by the Center for Teaching Excellence, peer reviews, sitting in on someone else's class.
- **Research:** discussions of working papers, research methodology, topics for research, appropriate journals to send a manuscript to, assistance or suggestions in the review process, attendance at research seminars sponsored by UH, the CBA, the SOA, the AAA, etc.
- **Service:** attendance at committee meetings, introduction to members of the professional community, discussions of appropriate service activities, membership in various professional organizations, participation in student organization activities.

The above is not intended to be all inclusive of possible mentoring activities.