School of Veterinary Medicine Policy Document 32.50: Mentoring of Faculty

GOVERNING TTU OP: Not applicable. Other relevant TTU OPs and SVM Policies include:
  • OP 32.01: Promotion and Tenure Standards and Procedures
  • OP 32.17: Faculty Appointments and Titles
  • SVM Policy Document 32.01: Tenure and Promotion
  • SVM Policy Document 32.51: Opt-out Stop the Tenure Clock Pilot Program

PURPOSE: Texas Tech University School of Veterinary Medicine (SVM) faculty mentoring committees are to be established for all probationary faculty. Probationary faculty is defined as those faculty members who have not yet received continuous appointment. The role of the mentoring committee is to provide guidance and support to the faculty member as they pursue tenure or continuous appointment and grow professionally as a member of the Texas Tech University faculty.

DATE OF POLICY: 01AUG2022.

REVIEW: This SVM Policy shall be reviewed every third year by the Executive Leadership Council. Revisions will be forwarded to the Office of the Dean for approval and published.

COMMITTEE MEMBERSHIP AND MEETINGS: Each committee will include:
  • A minimum of 3 members and no more than 4 members, including:
    o A Chair who is tenured or has already achieved continuous appointment with faculty experience in a similar field of study and a faculty rank equal or higher than the mentee; and
    o Additional members with experiences relevant to the mentee’s faculty appointment.
  • One of the members may be from outside the TTU SVM.

Selection of Committee Members:
  • The Chair shall be appointed by the Associate Dean for Academics and Student Affairs (ADASA) in consultation with the Assistant Deans and/or the faculty member’s supervisor;
  • The mentee and mentoring committee Chair will collaborate on the selection of additional committee members and obtain their agreement to serve on the committee; and
  • The Chair shall provide the mentee’s supervisor and the SADASA with the composition of the committee.

Changes to committee membership may be initiated at any time upon consultation of the mentee with their committee, assistant dean, and/or the ADASA. On occasion, committee members may need to resign from the mentorship committee and can do so through notification of the mentee and the committee chair.

ACTIVITIES OF THE COMMITTEE:
  1. Mentoring committee members must be invested in the professional growth and development of the mentee and they agree to commit thoughtful time to mentorship committee activities. The committee is expected to provide the mentee with supportive guidance for career development; and
  2. The mentoring committee will produce an annual summary report of the mentee’s progress and discussions with the committee, which will be shared with the mentee’s
supervisor after review by the mentee and the committee. At the mentee’s discretion, these reports may be provided as supplementary information when promotion, tenure, and/or continuous appointment is being considered at the SVM, but they will not be a part of the candidate’s dossier, nor will they be shared outside the SVM.

**Meeting Frequency**
Committees are expected to meet *at least* once yearly with the mentee to review the mentee’s activities relative to their appointment and provide feedback, guidance, and encouragement. The mentorship committee chair will be responsible for initiating the meeting. It is hoped that communication between the mentee and the committee will be informal and more frequent than once yearly, and it is expected that the committee will help guide mentees toward tenure, promotion, and/or continuous appointment.