

**Department of Modern and Classical Languages  
Mentoring Committee Bylaws**

The role of the Mentoring Committee is to advise and to assist non-tenured faculty in fulfilling the requirements for tenure and/or promotion (see MCL Rank and Tenure Procedures and Criteria).

A. Responsibilities of the committee:

The Mentoring Committee is responsible for overseeing the progress of the candidate from the beginning of the appointment until his/her application for tenure and/or promotion.

1. General responsibilities:

- To advise the non-tenured faculty member on the appropriate time to apply for tenure and/or promotion.
- To assist the candidate in the preparation of the dossier for the third-year review and for the application for tenure.
- To make recommendation for a judicious balance among research, teaching, advising, and service activities.

2. Specific tasks of the Mentoring Committee may include the following:

**a) Research:**

- To review the faculty member's publications and research.
- To suggest strategies for identifying and for carrying out successful publication projects.
- To help arrange for review by colleagues of materials to be submitted for possible publication.
- To offer advice regarding placement of articles in appropriate venues.

**b) Teaching:**

- To review teaching effectiveness.
- To arrange for colleagues to visit classes.
- To make suggestions for the improvement of instruction.
- To help in the development of new courses.
- To help in the establishment of teaching portfolios.
- To make suggestions for efficiency in class preparation in order to save time for research and/or service.

**c) Service:**

- To recommend appropriate service opportunities in the Department, College, and University and to aid in identifying the appropriate process for involvement in these areas.

### 3. Membership of the Committee:

In consultation with the candidate, the Chair shall appoint during the first semester for each non-tenured faculty member a mentoring committee of at least three persons, one of whom will serve as Chair of the committee (see MCL Rank and Tenure Procedures and Criteria). The candidate, in consultation with the Chair, may request that additional members be added to the Mentoring Committee.

### 4. Duties of the Chair of the Committee:

- To schedule at least one meeting per semester with the candidate. The candidate may decline such a meeting, but must do so in writing to the Chair of the Committee.
- To arrange for colleague visits to classes. Following the visit, the faculty member will submit a short report to the committee Chair.
- To make an overall assessment of the candidate's performance and achievement every 15-18 months. (Please refer to MCL Rank and Tenure Procedures and Criteria.)