

**Mentor and Mentee Guidelines**  
College of University Libraries and Learning Sciences  
Promotion & Tenure Committee

**Role of Mentor**

The Mentor shall be a tenured University Libraries and Learning Sciences (UL&LS) faculty member with a full-time appointment in UL&LS. A mentor will:

- Help familiarize tenure track faculty with UL&LS and UNM professional values and performance standards.
- Assist new faculty in developing a sense of community within the UL&LS and UNM.
- Communicate effectively UL&LS and UNM expectations for tenure and promotion.
- Assist in identifying publishing or grant opportunities as well as potential co-authors or principle investigators.
- Meet regularly with Mentee one-on-one or in a group.
- Review Code packets for content, format, and completeness prior to date of submission
- Provide collegial support.
- Assist Mentee in abiding by the P&T dossier preparation check list.
- Represent the Mentee and report on Research and Service during Code 1, 2, 4, and 5 reviews.

**Role of Mentee**

- The Mentee is ultimately responsible for his or her tenure.
- Tenure track faculty shall choose mentors from the list of eligible tenured faculty.
- Tenure track faculty shall review the list of eligible mentors and meet several prior to the selection of a mentor, which will take place within six months of start date.
- The mentee will be assigned a provisional mentor by the Promotion & Tenure committee to speak for service and scholarship for Code 1 review until a permanent mentor is selected.
- Meet regularly with Mentor one-on-one or in a group.
- Seek advice and assistance in upcoming Code Reviews.
- In addition to a formal mentor, a mentee is encouraged to work with informal mentors who will assist in librarianship, scholarship, and service.

**Role of UL&LS Administration**

- Henceforth, no deans are eligible to become mentors.
- The Senior Associate Dean will meet once a semester with each mentee individually.
- The Dean, in consultation with the UL&LS Promotion & Tenure Committee, will develop a list of eligible faculty mentors.

**Other**

- Supervisors cannot be a Mentor to faculty that report to them.
- Either party can initiate an end to the mentor/mentee relationship at any time.
  - Every April, each party will be encouraged to evaluate their relationship and make changes if necessary.
- Per the UL&LS Faculty Organization Document, the P&T Committee will appoint a tenured faculty member as coordinator of the Faculty Mentor Program.

*Approved by UL&LS Faculty 08/13/2018*