

## **Faculty Mentoring Plan for the W.K. Kellogg Biological Station**

Updated December 2016

### ***Goal and Rationale for Faculty Mentoring:***

The W.K. Kellogg Biological Station (KBS) is committed to the professional development and advancement of all faculty members. Effective mentoring is particularly important to the success of new tenure-stream KBS faculty members as there can be unique challenges to meeting the expectations for academic success for faculty when they are jointly appointed at KBS and a campus department, where their tenure resides. Advice from well-respected mentors can be an invaluable supplement to the guidance and assistance that the KBS Director and Department Chair provide during a faculty member's early years at Michigan State University (MSU).

The mentoring activities at KBS are focused on assisting pre-tenure faculty members to learn the KBS, tenure home department and University expectations for reappointment, promotion and tenure and to build a successful career at Michigan State. Mentoring for faculty at the Associate Professor level is designed to support their advancement to Full Professor and to expand their potential for contributing to their department, KBS and the larger MSU community.

*Who participates:* All tenure stream Assistant Professors and untenured Associate Professors with appointments at KBS will be expected to establish a mentoring committee consistent with the KBS Faculty Mentoring Plan (below) and the goals and requirements of the College and campus department where they are jointly appointed. Mentoring will continue for tenured Associate Professors as requested or required by their campus department. A mentoring plan will be established for all Fixed Term faculty and Academic Specialists with KBS appointments. Faculty members can decide not to participate in mentoring. If so, they must submit a letter to the KBS Director and their Department Chair indicating this decision.

### ***Specifics of the KBS Mentoring Plan:***

*Expectations of the Mentoring Committee:* Mentoring is considered a critical aspect of the success of KBS as an academic unit and therefore part of the responsibility of all senior faculty (Full Professor) appointed at KBS. We recognize that faculty differ in their capacity to fulfill mentoring roles and those who are particularly stellar and/or who take on leadership in mentoring (for KBS or campus-based faculty) will be recognized for these efforts as part of their annual review and evaluation.

*Collaboration with campus departments:* Tenure and promotion of KBS-appointed faculty is a joint decision and responsibility of the tenure-home academic departments and KBS. Thus understanding the culture of all of the academic departments who have faculty appointed at KBS is important to the success of the mentoring program. Differences in the expectations and roles of the mentoring committee between campus departments and those outlined below will be resolved by the KBS Director and Department Chair when the mentoring committee is established.

*KBS Faculty Mentoring Plan:* The following principles will be the basis of the KBS faculty mentoring plan:

1. The mentoring committee will be established jointly by the mentee, the Chair of the tenure-home department and the KBS Director, and will consist of at least one KBS regular faculty member and at least one faculty member from the mentee's tenure home department. The mentoring committee will be selected to provide expertise and guidance to the mentee in meeting the expectations for research, teaching, service and extension, as appropriate for their appointment.
2. The mentoring committee will meet with the mentee at least once per year, and a summary of this meeting and any other mentoring activities during the year (e.g., classroom visits, manuscript and grant proposal reviews) will be reported in writing to the mentee, the KBS Director, and tenure-home Department Chair by February 1. This report will not be an evaluation of the mentee, but should report on issues of concern that the committee and mentee agree are barriers to the mentee's success that need to be shared with the KBS Director and Department Chair. The summary report of the Mentoring Committee will be discussed with the faculty member at their annual evaluation with the KBS Director and Department Chair.
3. All discussions between the mentee and mentors are strictly confidential unless the mentee explicitly states otherwise.
4. Mentees may change mentors at their discretion. Decisions to change the mentoring committee should be made in consultation with the KBS Director and Department Chair.
5. The KBS mentoring plan will be reviewed every three years and revised as appropriate.

***MSU Faculty Mentoring policy:***

<https://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/mentoring.htm>

***CNS Faculty Mentoring policy:*** <https://natsci.msu.edu/faculty-staff/policies-procedures/faculty-mentoring-policy/>

***CANR Faculty Mentoring Policy (and related resources):***

[https://www.canr.msu.edu/faculty\\_staff/faculty\\_development/](https://www.canr.msu.edu/faculty_staff/faculty_development/)

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