

**Faculty Mentor Orientation**  
Office of the Senior Vice President and Provost  
Iowa State University

The Office of the Senior Vice President and Provost recognizes the importance of supporting its faculty through mentoring. The goal is to ensure successful faculty promotion or advancement (e.g., preliminary/third-year, promotions, tenure). In furtherance of this goal and the institutional Strategic Plan, Faculty Mentor Orientation seeks to equip Faculty Mentors with needed information and tools to increase the impact of faculty mentoring and emphasize the importance of training and education to cultivate effective mentoring practices.

Faculty Mentors

Department chairs/school directors may not serve as formal Faculty Mentors. Rather, the department chair/school director is a faculty mentor by virtue of their position in the institutional structure. That is, every department chair/school director should serve as key resource for all faculty members in the unit and work with each faculty member to ensure that they have the resources to succeed and the appropriate feedback on performance. Department chairs/school directors, however, are welcome to attend Faculty Mentor Orientation.

Faculty Mentor qualifications:

- Hold the rank of Associate Professor or Professor
- Be a good communicator
- Have professional stature and successful professional relationships
- Model integrity, honesty, and other positive character traits
- Maintain respect and confidentiality
- Demonstrate empathy
- Champion land-grant values
- Know departmental, college, or institutional policies and procedures
- Plans to continue their employment at ISU
- Record of strong performance in graduate student mentoring for those who are serving as faculty mentors to tenure-eligible faculty with responsibility for advising or supervising graduate students

Faculty Mentor duties will include:

- Meet regularly with Faculty Mentees and provide guidance
- Guide and/or advise the Faculty Mentee
- Attend Faculty Mentor Orientation sessions

Mentoring Approaches

Mentoring works in different ways for different faculty. Mentoring approaches could reflect Mentoring Dyads (Faculty Mentor–Faculty Mentee) or Mentoring Circles (Faculty Mentor(s) with Faculty Mentee(s)). Two Faculty Mentors may share mentoring responsibilities, especially when the Faculty Mentee is involved in interdisciplinary

scholarship or shares other career interests. When multiple Faculty Mentors collaborate, good communication within the group and additional planning is especially important. In these cases, the department chair/school director should designate a “Lead” Faculty Mentor. Additional information is available in the Faculty Mentor Guide, which is posted on the [Faculty Mentoring webpage](#).

### Evaluation

Faculty Mentor Orientation will be evaluated using different tools to assess communication, mentoring, alignment, and accountability. In addition, department chairs/school directors should assess the effectiveness of their faculty members’ mentoring and mentoring plans during annual reviews. Where possible, department chairs/school directors should clearly communicate the value and significance of faculty mentoring through recognition, credit (e.g., duties outlined in Position Responsibility Statement), and faculty mentoring goals within your department and college. Mentoring should become part of the departmental governance document and culture, with specific guidelines recommended. The contribution of Faculty Mentors to the department’s success should be recognized and valued as service. Further, the [Exemplary Faculty Mentor Award](#) honors mentoring excellence. At this ceremony and reception in each spring, faculty mentors receive recognition for their impact and efforts.

### Resources

Office of the Senior Vice President and Provost:

- [College Peer Mentors](#)
- [Faculty Advancement and Review](#)
- [Faculty Development](#)
- [Faculty Work-life Integration](#)
- [New Faculty Programs and Resources](#)
- [Onboarding and Orientation Checklist for Term and Tenure-eligible \(Tenure-track and Tenured\) Faculty](#)

Faculty Senate:

- [Nine Faculty Core Values](#)
- [Position Responsibility Statement \[Faculty Handbook 3.4\]](#)

### International Mentoring Association

Lunsford, L. G. (2016). *A handbook for managing mentoring programs: Starting, supporting and sustaining*. Routledge.

Share questions and comments with Assistant Provost for Faculty Development Tera Jordan by email at [trh@iastate.edu](mailto:trh@iastate.edu) or by phone at (515) 294-1527.

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