

Proposal to incorporate systematic evaluation of mentoring at promotion and tenure

The Biology department recognizes that quality mentoring is critical to the development of young scientists, the vibrancy of our community and a key element to doing science at the highest level. The goal of this draft policy is to have a system in place for evaluating mentoring quality and dedication at the time of promotion and tenure. Details may have to be modified as we work through the policy in practice. A committee will work together to create a questionnaire for mentees and navigate the evaluation process in consultation with the chair.

Proposed policy:

At the two promotion and tenure events (to Associate & to Full) a two-component report will be presented to the voting faculty. The components are:

- 1) Produced by the promotion candidate:
 - a. A 0.5 to 1 page self-evaluative description of the faculty candidate's mentoring philosophy, approach and activities for Ph.D. students, postdoctoral researchers and undergraduate researchers.
 - b. A list of all current and former Ph.D. students (including rotation students), postdoctoral researchers and undergraduate researchers who were affiliated with the lab since the last rank change. Include contact information for Ph.D. students and postdocs.
 - c. (optional) Any relevant sample documents such as mentoring contracts, lab community standards, etc.
 - d. This document should be made available to the evaluation committee

- 2) Produced by the evaluation committee
 - a. Results of a short online survey to Ph.D. students and postdocs identified in the above document designed to assess the satisfaction of mentees with the mentoring support provided by the promotion candidate, geared toward determining the following:
 - i. Is the promotion candidate supporting your progress toward Ph.D. dissertation completion / postdoctoral professional goals?
 - ii. Is the promotion candidate creating a supporting and welcoming work environment?
 - iii. Are you receiving the credit you believe is your due for the work you're doing?
 - iv. Free response section
 - b. Follow-up phone or in-person interviews to investigate any specific complaints or issues identified in the survey
 - c. A brief written report detailing the findings from a & b along with an assessment of the candidate's written statement. We expect this to be approximately 1 paragraph in length unless serious issues are revealed. This

will be presented to the voting faculty along with the teaching and research reports.

The materials collected will be evaluated by the mentoring committee established for each tenure and promotion case and consideration and discretion will be used to protect trainees' feedback and also deliver constructive comments to the candidate. This material will be used at the discretion of the department in compiling the complete case for evaluation at the next level in the college.