

# Department of Nutrition Policy Document

**Title: Mentoring and Annual  
Review Process**

**Date Last Review: 8/6/2020**

**Chair Signature:** 



## MENTORING and ANNUAL REVIEW PROCESS

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### *Policy Statement*

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Effective mentoring is critically important to the success of faculty. Mentoring in the Department of Nutrition is to be conducted in a manner that actively supports equity and promotes a culture of inclusion in all that we do. It is incumbent upon all senior faculty members to take an active and direct interest in the development of Assistant and Associate Professors. Mentors are assigned to all faculty who have yet to attain the rank of Full Professor, whether on the tenure track, research track, clinical track, or teaching track. The mentoring process involves ongoing communications between the mentor and mentee, in which the mentee takes primary responsibility for their own progress.

Throughout the processes of mentoring, it is the duty of the chair and of all faculty to promote a culture of equity and inclusion that supports the success of each faculty member. The annual review is an extension of the mentoring process. Annual reviews are particularly important to junior and/or tenure track faculty as they provide department leadership the information necessary to evaluate progress toward promotion or tenure. For Full Professors, the annual review process allows a time for reflection on professional progress. Annual reviews include assessment of faculty performance relative to department norms in research, teaching, mentoring, publishing, and service. If necessary, a development plan established jointly by the faculty member under review and the Chair including specific recommendations and plans for improvement may be prepared as a result of the annual review.

Details of mentoring need to be tailored to meet the needs individual mentees. Below are some valuable resources, and specific processes that frame and ensure consistency in essential mentoring functions are provided in the section below on Roles and Responsibilities.

#### Resources:

[National Center for Faculty Development and Diversity \(NCFDD\)](#) – UNC-CH has an institutional membership that enables faculty (all appointment types and ranks), postdocs and grad students to join for free. This online organization offers excellent faculty development and mentoring resources. Click on [www.facultydiversity.org](http://www.facultydiversity.org) then go to the list of member institutions and click on University of North Carolina at Chapel Hill to take you to free sign up, and access to multiple resources.

UNC Center for Faculty Excellence ( <https://cfe.unc.edu/>). The CFE provides many opportunities throughout each academic year to support faculty success including on-line resources and various workshops, as well as readily available individual consultations for teaching and research (mainly for proposal writing). Opportunities are available to support effective mentoring (<https://cfe.unc.edu/mentoring/>). Sample Individual Development Plans (available for early career and associate faculty) can be viewed on the UNC Center for Faculty Excellence website here: <https://cfe.unc.edu/mentoring/individual-development-plan-idp/>

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***Audience***

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This policy applies to all faculty with a primary appointment in the Department of Nutrition – tenured/ tenure track and fixed term.

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***Purpose***

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Provide information and guidance for faculty members and department leadership regarding the mentoring, including the annual review process, in support of faculty success and equity.

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## ***Roles and Responsibilities***

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### Chair:

- Develop and communicate departmental performance norms.
- Review instructor course evaluations to identify any potential teaching issues.
- Meet individually with each tenure track faculty member to review their annual report and provide guidance, recognition as warranted, or a development plan to address substantial shortfalls.
- Meet to review the annual report with any fixed term faculty member who is considering going up for promotion and any others who request a meeting.
- Summarize individual annual review meetings, outcomes, and any expectations in a letter to each faculty member.
- Oversee the faculty mentoring program, including obtaining feedback from mentees and mentors as to the effectiveness of the mentoring process and suggestions for improvement.
- Assign faculty (assistant and associate rank) mentors with input from the mentee and mentor.
  - **Assistant Professors** will be assigned two mentors, one of whom will be considered the primary mentor whose area of focus will typically be highly consistent in approach with that of the mentee.
  - **Associate Professors** will be assigned a single mentor.
  - **For all faculty**, additional informal mentoring beyond the formal department mentoring process is strongly encouraged. Including mentors with a variety of perspectives is encouraged as the department has a focus on interdisciplinary research and teaching.
  - **Faculty mentees are to meet at least twice annually with mentors.**
  - **Faculty mentees can choose to meet with mentors individually or in a group setting**, depending on what the faculty member finds to be most helpful.

### Faculty Mentors:

- Respond in a timely fashion to mentee requests to meet
- Respond in a timely fashion to other requests from mentees such as requests for review of grant proposals, summary statements from proposals, teaching evaluations, letters of support, etc.
- Advise mentees as necessary to promote their academic success in the areas of research, teaching, student interactions, and service.
- Work with the mentee to establish appropriate professional goals and timelines.
- Advise the mentee regarding promotion and tenure.
- Provide any pertinent comments to the department chair related to the mentee's conduct, performance, or progress toward promotion or tenure

### Mentees (Associate and Assistant Professors)

- Contact assigned mentors to schedule periodic meetings as described above.
- Tenure track faculty will ensure a peer teaching review is planned and conducted in accordance with School Appointment Promotions and Tenure policy.
- Be responsible to engage in an active mentoring relationship, including establishing specific goals and timelines, and taking advantage of opportunities to advance professionally.

### All Faculty:

- Update your CV annually.
- Follow department guidance as to documentation required as part of the annual review process. This includes response to information requested annually by the department chair, and completion of reporting as required by the School.
- Ensure that the annual report and CV are completed in accordance with the published timeline.
- Ensure any Peer Reviews of Teaching are scheduled and completed if required for promotion, tenure, or a teaching portfolio.

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### ***Related Regulations or Policies***

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*Gillings School of Global Public Health Appointments, Promotions and Tenure Manual,*

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