

## Department of Physics and Astronomy Mentoring Program

- At the start of a tenure track appointment at MSU each incoming faculty is expected to select a senior faculty research mentor.
  - Typically, the mentor belongs to the same research interest group and has tenure.
  - If there is no suitable mentor inside the Department of Physics and Astronomy, a mentor can be chosen from another MSU department. In exceptional cases a mentor can also be selected from outside MSU.
  - Research mentor selection is expected to be conducted in consultation with the department chairperson.
- At the start of the tenure track appointment at MSU a teaching mentor can also be assigned.
  - Where possible, the first teaching assignment can be a co-teaching assignment with the teaching mentor.
- The research mentor will be a member of PTRC subcommittee formed for a candidate for reappointment, tenure, and promotion.
  - The research mentor is expected to present the mentees portfolio summary at the annual meeting of the PTRC.
- It is expected that the mentors will continue in their function until the mentee reaches the rank of full professor.
  - Mentees can change their mentors or opt out of having a mentor, but have to consult with the chairperson prior to doing so.
  - Mentors can ask to dissolve their mentor role, but have to consult with the chairperson prior to doing so.
- Mentoring activities are expected to include
  - Help with proposal submission.
  - Career advice.
  - Support for obtaining invited talks at meetings and other universities.
  - Advice on mentoring graduate students and postdocs.
- Mentoring activities will be reported by mentor and mentee in their annual evaluation sessions with the department chair.

Approved by Department of Physics and Astronomy ADCOM, August 29, 2011