

UIC English Department Mentoring Policy

The Department of English is committed to creating an environment where faculty members are encouraged to advance in their research, develop new methods for teaching, and explore a range of service commitments. In order to guide faculty members through this process, the department assigns mentors to junior faculty members; the department head regularly meets with Associate faculty to discuss promotion and other matters pertaining to career advancement.

- Assistant Professors:
 - The department head assigns an Associate Professor or Professor to mentor incoming Assistant Professors.
 - Mentors have at least two meetings per year with their mentees. Mentors report on the results of these meetings to the department head.
 - The department head meets with each Assistant Professor at least once a year, discussing fellowship and publishing opportunities, service commitments, and plans for promotion.
- Associate Professors:
 - The department head, or someone designated by the Head, meets with each Associate Professor at least once a year, discussing fellowship and publishing opportunities, service commitments, and plans for promotion.
- Faculty members with joint appointments:
 - The mentoring program should be coordinated between the two departments. The executive officer of the home department should take the lead in developing the mentoring plan. Depending upon the appointment, the faculty member and their units may decide to have either one or two mentors (one from each unit).
 - Executive Officers should consult each other before assigning service to the faculty member.