

Checklist for mentoring committee setup:

- Committee should be set up by beginning of candidate's second year as faculty member—earlier for those who come in at the Senior Assistant rank - -
- candidate's supervisor should meet with candidate towards the end of his/her first year to discuss names of librarians to be considered for Mentoring Committee
- candidate should meet with Director to discuss the committee membership
- A&P Committee should be consulted by Director before appointments are made
- Director appoints members to the Committee and designates a convener

The convener should meet with the other committee members to determine how they will proceed. Following are some guidelines the Committee can consider in this respect.

### Mentoring Committee Guidelines

The Mentoring Committee will meet with the candidate to discuss the promotion procedure, documentation, criteria, schedule, etc. The Committee reviews the candidate's files and makes recommendations concerning contents, format, etc. The Committee will also advise the candidate on his/her strengths and weaknesses and how they may be addressed. It is strongly recommended that a written report be provided to the candidate to be used as a guide in the preparation of the promotion file.

It is suggested that the Committee meet with the candidate at least twice before the first promotion review to Senior Assistant Librarian, and twice again before the permanent appointment review.

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