

School of Allied Health Professions

Mentoring Circle Program: Policies and Procedures

I. Purpose

The purpose of the Mentoring Circle Program is to support faculty development, career advancement, and academic success within the School of Allied Health Professions (SAHP). The program is designed to foster collaborative mentoring relationships between senior and junior faculty members, with the goals of enhancing teaching, research, clinical practice, and service contributions, and supporting progress toward promotion and tenure. The Mentoring Circle Program is administered by the Promotion and Tenure (P&T) Committee as part of its faculty development responsibilities. Participation as a mentor or mentee does not constitute membership on the P&T Committee or service on a separate standing committee.

II. Definitions

Mentoring Circle Program: A structured faculty development initiative that pairs one senior faculty mentor with a small group of junior faculty mentees to support professional growth and academic advancement.

Mentor: A faculty member holding the rank of associate professor or higher who provides guidance and support to mentees in areas such as teaching, research, clinical practice, service, and career development.

Mentee: A faculty member holding the rank of assistant professor or instructor who participates in the program to receive mentoring related to professional development and academic advancement.

Mentoring Circle: A mentoring group consisting of one mentor and up to four mentees who meet regularly over a defined program period.

Promotion and Tenure (P&T) Committee: The standing committee responsible for oversight, administration, matching, and evaluation of the Mentoring Circle Program.

III. General Procedures

A. Eligibility

1. Mentors

- Must hold the rank of associate professor or higher.
- Must demonstrate interest in mentoring through the application process.
- Must submit an updated curriculum vitae (CV) and a completed Mentor JotForm application.
- May mentor up to four (4) mentees concurrently.

2. Mentees

- Must hold the rank of assistant professor or instructor.

- Must demonstrate interest in mentoring through the application process.
- Must submit an updated curriculum vitae (CV) and a completed Mentee JotForm application.

B. Application Process

- A call for applications is issued annually by the P&T Committee on June 1.
- Required submissions include:
 - Mentors: Mentor JotForm application and updated CV.
 - Mentees: Mentee JotForm application and updated CV.
 - Link for the JotForm: [Link for the JotForm: Mentoring Circle Program for Faculty](#)
- All applications must be submitted by July 15 of each year.
- Mentor–mentee matches are finalized and communicated by August 15.
- The program cycle begins on September 1.

C. Review and Matching

- The P&T Committee reviews all applications for eligibility and appropriateness.
- Applications are evaluated based on stated goals, areas of expertise, and mentoring needs.
- Mentor–mentee matches are recommended based on alignment of interests, needs, and mentor availability.
- When multiple suitable mentors are identified, mentee preferences may be considered.

D. Program Structure

1. Mentoring Model

- Each mentoring circle consists of one mentor and up to four mentees.
- Mentoring circles are expected to meet at least monthly, either in person or virtually.
- Meetings may include group discussion, case-based consultation, project support, or individual check-ins.

2. Duration

- Each mentoring cycle lasts twelve (12) months, from September 1 through August 31.

3. Confidentiality

- Information shared within the mentoring circle is expected to remain confidential, except where disclosure is required by university policy.

E. Roles and Responsibilities

1. Mentors

- Provide guidance related to career development, teaching effectiveness, research productivity, clinical practice, and service engagement.
- Offer feedback on CVs, promotion and tenure materials, grant applications, and scholarly products.
- Foster a supportive and inclusive mentoring environment.

- Develop or guide meeting agendas for mentoring sessions.
- 2. **Mentees**
 - Take primary responsibility for their own professional development.
 - Actively prepare for and participate in mentoring meetings.
 - Establish short-term and long-term professional goals in collaboration with the mentor.
 - Respect mentor time and commitments.
 - Initiate meeting logistics, including scheduling and virtual or physical meeting arrangements.

F. Oversight and Evaluation

- The chair of the P&T Committee serves as the primary point of contact and oversees program implementation.
- At the conclusion of each annual mentoring cycle, the committee administers a brief evaluation survey to assess satisfaction, goal attainment, and program effectiveness.
- The P&T Committee reviews evaluation data annually and recommends program or policy revisions as needed.

G. Term, Renewal, and Conflict Resolution

- Mentoring relationships are established for one academic year.
- Continuation beyond the initial term requires mutual agreement, and both mentors and mentees must reapply in subsequent years.
- Concerns or conflicts within mentoring relationships should be directed to the chair of the P&T Committee, who may recommend reassignment or other actions as appropriate, in consultation with the committee.

IV. Policy Disclaimer

This policy is intended to provide general guidance for the administration and operation of the Mentoring Circle Program. The SAHP reserves the right to modify, suspend, or terminate the program or its procedures at any time to ensure alignment with institutional policies, accreditation requirements, and strategic priorities.