

**UNIVERSITY OF MARYLAND EXTENSION (UME) POLICY AND PROCESSES FOR MENTORING
PROFESSIONAL-TRACK (PTK) FACULTY IN THE
FOOD SUPPLEMENT NUTRITION EDUCATION (FSNE) PROGRAM**

Updated: February 2019

Purpose:

The Associate Director of UME, the Dean of The College of Agriculture and Natural Resources and the Director of FSNE establish, through this policy, a formal mentoring program for FSNE PTK faculty. The mentoring program will be implemented within FSNE through this policy statement.

FSNE policy and processes for mentoring of PTK faculty are subject to change in accordance with the needs of FSNE and in accordance with applicable established procedures of the University System of Maryland, the University of Maryland, and the College of Agriculture and Natural Resources.

Procedure:

1. The FSNE Director will assign one Mentor to every PTK faculty within 60 days of that person's first day of employment. The FSNE Director, Assistant Director and FSNE State Office will continue to work with the Mentee to help orient them to FSNE. Once assigned, Mentor-Mentee pairings will remain intact until the Mentee is successfully promoted to Senior rank or 5 years, whichever comes first. FSNE recognizes that not all Mentor- Mentee pairings may last the AEP cycle, due to resignations or other personal/professional reasons, necessitating a change or removal of a Mentor. FSNE recognizes the importance of site visits and requires PTK faculty to complete one annual professional site visit to another PTK faculty. The site visit should be to see the faculty member teach and to learn about their collaborations and programming. This professional development site visit is reported annually on the FSNE AFR appendix.
2. The Mentor(s) and Mentee will sign a document agreeing to work together (note Mentor-Mentee Agreement).
3. Senior and principal PTK faculty will serve as Mentors on a rotational basis as appropriate. Training and resources will be identified and available to Mentors regarding developing best practices for an effective working relationship with their Mentees.
4. During orientation, the FSNE Director will review the New Employee Checklist and all the appropriate items related to mentoring and promotion. The primary purpose of a Mentor is to advise a Mentee as they work at the local level including local level collaborations and working within a county extension office. It is not the Mentor's responsibility to provide training in the other areas covered by the FSNE State Office or covered within the New Employee Checklist (Refer to the Mentor-Mentee agreement for additional points of contact). If it is helpful, view the Mentor as a 'professional friend' for the Mentee.
5. Mentor recognition: Following University Guidelines, UME recognizes that Mentors are important for junior faculty development and department success. For this reason, mentoring will be highlighted on the annual self-evaluation form and acknowledged in the annual review.

6. The following Mentor-Mentee process will be followed to ensure successful mentoring of new faculty:
 - a. Upon assignment, the Mentor will advise the new Mentee about potential local collaborations, building collaborator relationships, working within an extension office and successful time management and work strategies.
 - b. Quarterly, the Mentee will meet with the Mentor to discuss his or her FSNE collaborations and the Mentor will provide feedback. In the beginning, Mentors and Mentees are encouraged to meet face-to-face, but after they know each other, phone calls / WebEx meetings are acceptable.
 - c. The Mentor will advise the Mentee on a quarterly basis until the Mentee goes up for promotion to Senior rank or 5 years, whichever comes first.
 - d. Mentors should observe and evaluate Mentees' teaching once per year. This would be counted as a peer evaluation.
7. The following Administrative evaluative process will be followed to ensure successful mentoring of new PTK faculty:
 - a. The Mentor will be included in the summer meetings scheduled with the Director or Assistant Director of each Mentee. The summer meeting is a meeting designed to program plan for the next fiscal/school year. The meetings are independent of annual reviews and are designed to set educators up for success on an annual basis.
8. Senior Agent Associate/Faculty Specialist participation in the Mentoring process as a Mentee, while they pursue promotion to Principal ranks, is voluntary.