Best Practices for Department Chairs and Directors

1. **Hold senior faculty responsible**
   - Build into the evaluations of senior faculty a share of responsibility for mentoring new colleagues. Make mentoring an activity that is reported as part of annual evaluations.

2. **Communicate often**
   - Take multiple opportunities to communicate to senior colleagues the importance of providing career advice to junior faculty.

3. **Communicate clearly**
   - Ensure that the procedures and standards involved in the tenure and promotion processes are clear to all faculty. Ensure that junior faculty know about university policies regarding ways to enhance work-life balance. Intended to ease the work-family conflict such as stopping the “tenure” clock and modified duties.

4. **Be creative**
   - Create opportunities that encourage informal interaction between junior and senior faculty. You might create a fund for ordering pizza, a lunch budget, a gift card for a local coffee shop for them to share, etc.

5. **Place yourself in the mind of a new faculty member**
   - Provide a “tip sheet” for new arrivals. A tip sheet would include items such as contact people for key services around the department or unit. Include information on any department specific mentoring programs as well as those offered by the university.

6. **Place yourself in the mind of a senior faculty member**
   - Recognize that senior faculty may not be completely certain how best to engage in mentoring. Help them! For example, sponsor a lunch for senior faculty in which the topic of discussion is career advising and faculty can exchange information and ideas on the subject. Promote participation in faculty development sessions geared to mentoring skill building.

7. **Be supportive**
   - Make sure both junior and senior faculty are aware that you fully support them in their mentoring relationships and career progression. When they know you support their endeavors, they will work with more confidence and achieve better results.