

Dear [newly-appointed Assistant Professor],

Welcome to the Romance Studies department. We hope that you are happy with your appointment and that you find among us the camaraderie and support you deserve. To that end, the Tenure-track Mentoring Committee has selected three faculty members (two from within our department and one from outside the department) to serve as your mentors. They are Profs.

_____, _____, and _____. However, if you have other personal preferences for mentor(s), please let us know right away and we will be happy to consider them. It is our hope that these mentoring relationships will be helpful to you as you navigate your way to tenure and beyond. Here are a few guidelines for your consideration:

- We suggest that at the very minimum you and your mentors clearly discuss 1) **Meeting frequency** (frequency, duration, and location of meetings) and 2) **Goals** (what you hope to achieve as a result of this relationship: e.g., gain perspective relative to skills necessary for success in academia, obtain knowledge of organizational culture, networking, finding funding resources, selecting and placing articles in academic journals, publishing manuscripts, leadership skill development, etc.).
- Below you will find a worksheet titled "Defining mentor-mentee personal and relationship expectations" that you might use as a template (as is or revised) to facilitate expressing your mutual goals. If you choose to use a mentoring compact/contract such as this one or a variation of your own, you will have a record in writing of mutually agreed-upon goals and parameters that could serve as the foundation for your mentoring relationships. However, written mentorship agreements are **optional** and whether to use them or not depends on the decision of the parties involved.
- Any sensitive issues that are discussed will be held in strict confidence.
- The mentorship relationship will continue as long as both parties feel comfortable with its productivity.
- In the event that either party finds the mentoring relationship unproductive and requests that it be terminated, the committee agrees to honor that individual's decision without question or blame.
- The TT Mentoring Committee, of which you are now a part, will hold a meeting once a semester to check in as a group and discuss matters large and small. We trust that this will give us an opportunity to connect in an informal and welcoming manner. The Committee is composed of Profs. Rosa Perelmuter (Chair), Lucia Binotti, Hassan Melehy, Bruno Estigarribia, Jessica Tanner, Lamar Graham, Erika Serrato, Jennifer Mackenzie and Sean Singh Matharoo. In the meantime, please feel free to reach out to us anytime.

Sincerely,

Rosa Perelmuter
Professor of Spanish
Chair, Tenure-Track Mentoring Committee

DEFINING MENTOR–MENTEE PERSONAL AND RELATIONSHIP EXPECTATIONS

WORKSHEET

For the Mentor and Mentee

Together as mentor and mentee, discuss the following questions to further define your personal and relationship expectations as you begin your mentoring relationship.

1. How often will you meet? In person? By Zoom, phone or email?
2. Who will make the arrangements for the meetings?
3. Do you want to set a given length for your meetings or let the circumstances dictate that?
4. Are there any topics you would rather NOT discuss?
5. For the Mentor: What would you like for the mentee to get out of this relationship?
What would you like to get out of this relationship?
6. For the Mentee: What would you like to get out of this relationship?