

**Faculty Mentoring Faculty**  
**Discussion Questions for Mentors and Mentees: Tenure**

*Prepared by Faculty Development Committee – Faculty Mentoring Faculty Subcommittee  
Carol Ellis, Jonathan Sumrall, and Brittany Howell*

Questions from a mentor:

1. Have you looked at your departmental criteria and do you understand it?
2. What is the difference between the MOA and your departmental criteria and how do they work together?
3. What is the difference between tenure and promotion attainment?
4. Have you read the MOA?
  - a. Do you understand the verbiage within it? In particular, do you understand how your notebook should be formatted/organized?
5. Is there someone who will read your candidate statement and give you critical feedback?
  - a. Are you selling yourself?
  - b. How do you meet departmental criteria?
  - c. Is it well organized and not too lengthy?
6. What is your plan for gathering evidence/documentation to put into your tenure file?
  - a. Create a timeline for yourself?
7. Do you have a checklist to help you make sure you have not missed any required material?

Questions from a mentee:

1. What is important to actually have on the syllabi?
  - a. Have mentor review it and give suggestions
2. How do I get on University committees and when should I start?
3. How do I increase response rates for TEVALs?
  - a. If I do have low response rates, how do I address this outside or in addition to TEVALs?
4. Service for first year faculty? What can go in that area?
  - a. Professional service
    - i. how should it be weighted compared to university and other areas of service
5. What pitfalls do I see early faculty falling into?
6. How, when and who to solicit letters of recommendation from?
7. Who to get peer evaluations from?
8. Do you have a good example of a tenure notebook to use?
9. What kind of documentation is acceptable and or best?
10. Would the mentor highlight their trip through the tenure process?