

Harvard Divinity School (HDS) – Mentoring Program Guidelines

Faculty Mentors

We propose that the Associate Dean for Faculty and Academic Affairs appoint one senior faculty mentor for every non-tenured ladder or junior term faculty member from his/her field, or a closely allied one. The mentor will periodically be in touch with his/her mentee, normally at least once a term. Each June, mentor/mentee assignments will be reviewed and any necessary adjustments made as committee assignments are set for the following academic year. Ordinarily, senior faculty members should have only one mentee at a time.

The key mentor responsibilities will be:

- 1) to help orient, inform, and advise one's mentee about courses, syllabi, student advising, book orders, library reserve lists, committee work, and bureaucratic procedures such as study cards, and to answer any questions the mentee might have regarding institutional responsibilities;
- 2) to offer advice on scholarship and publishing, with a view to helping the mentee develop his/her scholarly work in a positive and productive way;
- 3) to help advise the mentee about leaves, grant proposals, and other matters related to furthering his/her scholarship;
- 4) to be available to the mentee as a friendly colleague for discussion of any problems or issues that might arise with regard to teaching, advising, committee work, scholarship, and/or the broader life of the school.

Mentoring is an art rather than a science, but some regular and consciously organized effort to stay in contact with and advise one's mentee is encouraged. The key element is that the mentor be available to respond to questions and concerns – either to advise his/her mentee directly or to help the mentee locate the appropriate source for information, advice, or encouragement. The mentor program will not only assist the mentee's acclimation to HDS but will be an essential element in building professional and scholarly collegiality throughout the school.

