**Mentoring Program for SEAS Tenure-track Faculty Members**

Thoughtful, informed mentorship is important for the success of tenure-track colleagues and the tenure-track system. The goals of the program are to facilitate opportunities for the growth of tenure-track colleagues as scholars and teachers, and to increase the likelihood of successful promotions.

All SEAS tenure-track faculty members are assigned a mentoring committee.

The committee is chaired by the relevant area dean, and is comprised of at least two additional tenured members of the Faculty. Members may be from another field and/or associated with an FAS department, another Harvard School, or another Institution, as appropriate.

Search committees are expected to suggest prospective mentors along with their committee reports when proposing to hire new assistant and associate professors.

The Dean consults with the relevant Area Dean prior to requesting prospective committee members to participate as mentors. Area deans will consult with potential non-SEAS mentors and with tenure-track faculty members about their possible mentors before committee membership is finalized and assigned.

At the beginning of each academic-year, the Dean informs mentees in writing of their committee’s membership and of the roles and responsibilities of their mentors.

The Dean informs mentors in writing of their responsibilities, and of the cyclical reporting expectations.

Area Directors help to ensure mentors and mentees meet periodically throughout the academic year.

Mentoring committee chairs are expected to report on the progress of their mentees each year to the Dean.

Mentors are expected to:

- Be available readily to provide empathetic guidance to their mentees, and help them network within the science and engineering community;

- Meet with mentees at least three or four times a year to review progress (each mentor should participate in at least one meeting each year; the area director will facilitate the scheduling of periodic one-on-one meetings with alternating committee members);

- Provide advice and guidance on matters such as:
  - research direction
  - publications
  - teaching and teaching reviews
  - advising
  - lab management and student/trainee supervision
  - promotion review preparation
  - Harvard procedures
  - external obligations
  - grant applications, industrial relations, IP
  - any issues of concern to the mentee