

## **Mentoring Plan**

### **Mechanical and Materials Engineering Department 2021**

Approved by the MME Faculty on 1/3/2022

An important component of the success of an assistant professor in the Mechanical and Materials Engineering (MME) Department is mentoring, both professional and academic, from a more senior professor. Mentors will provide advice and possible collaboration to help mentees succeed in their university careers at PSU. The role of a mentor is advisory and ultimately the mentee is fully responsible for their achievements and the content of their dossier used for promotion and tenure.

**Mentor selection:** Before arriving on campus at PSU a newly hired assistant professor will be assigned a mentor. Depending on the circumstances, the initially assigned mentor may change in order to provide the mentee with the most effective mentorship. Other possible arrangements may include team mentoring or a rotating mentoring scheme.

#### **Mentoring Activities:**

- Setting regular meetings to develop short-term and long-term research and funding plans and monitor and discuss mentee's progress toward their goals. It is suggested to meet at least once a month in the first year.
- Helping the mentee understand the expectations, submission requirements, and timelines for the third-year review and tenure application.
- Supporting and advocating for the mentee by discussing any problems and suggesting ways to solve conflicts or issues that negatively affect the mentee's path to success.
- Helping identify research funding and publication sources and opportunities.
- Helping review proposals and brainstorming proposal ideas for the mentee.
- Encouraging and helping the mentee to find other researchers within PSU with related expertise to connect and write collaborative research proposals.
- Encouraging the mentees to seek professional contacts in the mentee's research areas.
- Providing teaching advice and materials to help the mentees improve teaching skills.
- Providing advice related to the mentee's possible role in the university's self-governance operations and service to the university, college, and the department.
- Helping mentees find the right balance of teaching, research, and service activities.
- Providing advice to mentees regarding the importance of meeting peers, attending conferences, organizing sessions, joining professional committees, joining journal editorial boards, etc.
- Providing encouragement to mentees regarding attending workshops on proposal writing and mentioning the importance of interacting with grant organizations.
- Being a resource for other things that are not listed above but germane to the assistant professor's success at Portland State.

#### **Department Responsibilities:**

- At least once every six months, the department chair privately meets with the mentors and the mentees to ensure that both parties are satisfied with their cooperation effectiveness.
- The department will consider mentorship as serving on a departmental committee or equivalent.