

Mentoring Team Appointment Letter

То:	
From:	
Subject:	's Welcoming Team Appointment
Date:	
Dear	

Thank you very much for agreeing to serve on ______'s **Mentoring Team**. I very much value and appreciate your participation and commitment to the success of our incoming faculty. Your institutional knowledge, your experiences with our department, your knowledge of the departmental culture, and your own success and valuable insights regarding faculty success are among the things that I hope you will pass on to your mentee.

The Mentoring Team is part of the **Bridge Program**, which entails a set of welcoming (preboarding/onboarding) and mentoring activities for all new full-time faculty members. The broad purpose of the Bridge Program is to provide structural support to all new faculty, to ensure their successful integration into their units and the UA campus, and the creation of a written **success plan** for their first three years. I cannot overstate the importance of these activities for the success of our faculty.

Please note that your commitment is for one year. The Mentoring Team, department head, and faculty member will each reassess the mentoring plan annually to decide whether to continue, reformulate, or dissolve the committee. Please be advised that as a member of the Mentoring Team you shall receive service credit for your activities.

I will provide you and ______ with general information about the Bridge Program, including checklists with the key pre-boarding and onboarding activities.

Thank you again for your time and willingness to participate.

Sincerely,

Signature

Date