Faculty Affairs Faculty Mentoring Program

Jacobs School of Medicine and Biomedical Sciences

**Purpose:** Strong mentoring is a critical component of faculty vitality. The Office of Faculty Affairs has developed the Faculty Mentoring program to provide early-stage faculty with strong mentoring by a committee of established faculty. The program consists of annual meetings with the mentee and a group of two to three mentors. The goals of the meetings are:

* Review progress in the last year and discuss goals for the upcoming year
* Identify resources needed to accomplish goals
* Discuss progress toward promotion
* Provide mentee with an opportunity to address challenges and concerns

**Organization and format**

* Faculty Affairs is responsible for establishing the committee and organizing annual meetings.
* The first meeting typically occurs between 6 months and one year of faculty appointment at JSMBS
* Mentors may be from outside the department of the mentee. Mentees can suggest mentors if desired.
* A Faculty Affairs representative will summarize the meeting and provide a summary for mentors and mentee.

**Guidelines for Mentee**

* Mentees will provide a completed IDP and CV (UB format) one week before the meeting
* For the meeting, be prepared to briefly describe key accomplishments, future plans, challenges, and opportunities
* Mentees can request additional meetings beyond the yearly ones if desired
* Mentees can request changes to the mentoring committee makeup
* Mentees should discuss main takeaways from their meetings with their department chair or unit leader. This would help alignment of mentoring efforts.

**Guidelines for Mentors**

* Review the mentee’s Individualized Development Plan (IDP) and CV.
* If this is NOT the first meeting, take a few minutes to discuss the previous meeting. Review any tasks set for the mentee and review any actions the mentee took to achieve these objectives.
* Focus on challenges and resources needed for the mentee to achieve goals and work with the mentee to plan and explore ways to help them overcome these challenges.
* By the end of the meeting, there should be a clear action list of tasks that should be completed for the next mentoring meeting. This action plan gives the mentee a clear focus on the tasks they need to complete and holds them accountable for their own goals and learning. Make sure to give feedback that covers the three pillars of promotion: Research, Teaching, and Service.
* Send any links or resources discussed during the meeting or that you think the mentee will find helpful. Remember to keep your mentee in mind for any awards that they may be eligible for.