

DFMPHS Mentoring Program Guidelines

Rationale

Mentoring is a key function in productive academic departments. Its purpose is to ensure that faculty members have the support that they need to thrive, whatever their career stage and trajectory. While informal mentoring is sometimes present and can be effective, not all faculty members successfully engage in informal mentoring. A formal structure can ensure that all faculty members have the opportunity to participate in mentoring relationships.

DFMPHS faculty members favor a formally-structured program because it demonstrates the department's commitment to faculty members' success. They see its potential to support new faculty, energize and sustain the progress and success of longer-term faculty, and educate our faculty about departmental, School, and University goals and achievements.

Mentoring Program Purpose

The DFMPHS Mentoring Program is intended to help departmental faculty flourish in their overall career, and thus it includes career mentoring as well as mentoring in specific academic areas such as research, teaching, and service. The program provides support for faculty at all career stages to advance themselves, their colleagues, their academic missions within the institution, their community and their profession.

The program is led by the DFMPHS DFDL with input from the 4 Division Directors and the Chair.

Mentees

Participation in the program is voluntary except those required to participate with Annual Review Scores 3-4. Through 2016-17, all DFMPHS tenure track faculty members and assistant professors will be invited to participate.

Mentor Qualifications

- Willingness to participate in mentoring training
- Commitment of time for mentoring (one year commitment requested, with option for renewal if parties desire)

External mentors may be found at the SOM, WSU, and other local or regional sources, such as in the faculty member's society or specialty; a number of people from industry and/or other institutions could be mentors

Matching Mentees and Mentors

In consultation with the DFDL, the mentee will select one or more mentors to fulfill (could be 1):

1. One general career mentor (getting to "know the ropes" at the SOM, the University, and in an academic career)
2. One for the faculty member's academic focus

Faculty Development for Mentoring

The DFDL will plan for faculty development around this topic, as needed, for all faculty during faculty development time following the department faculty meetings.

Proposed Faculty Development Program Topics:

1. How to establish the mentoring relationship
2. How to set goals and provide feedback
3. What resources are available at the department, school, university, and beyond
4. How to relate interpersonally within a mentoring relationship

Program Guidelines

Prior to initial meeting:

- a. Mentee arranges an initial meeting among the mentors and him/herself
- b. Mentee provides the following documentation to the mentors at least 2 weeks before the initial meeting
 - i. CV
 - ii. Most recent Faculty Activity Summary
 - iii. Teaching Grids for the past 3 years
 - iv. Current academic activity form (see materials) that describes ongoing projects and will include any areas of concern self-identified to be addressed in the upcoming year
- c. For the initial meeting, the mentee may wish to draft goals/objectives for discussion

Initial meeting:

- a. Introduce selves to one another
- b. Establish ground rules for working together, e.g., confidentiality, availability, communication methods
- c. A plan to establish:
 - i. Goals with a specific timeline
 - ii. Intermediate steps to meet the goals
 - iii. An understanding of potential barriers and facilitators for the mentee to achieve his or her goals and a plan, with the mentee, for how to negotiate these.
 - iv. Potential resources to support the mentee in meeting his/her goals
- d. Future meeting date(s)

Subsequent meetings:

- e. Review and revise as needed:
 - i. Ground rules
 - ii. Progress toward goals since the previous meeting; barriers encountered and how to negotiate
 - iii. Suggested next steps and timeline
 - iv. Communication methods
 - v. Next meeting(s)

Follow up

- The DF DL will evaluate the program annually and discuss with the FMPHS Leadership Team to review the activities of the mentoring program.