Framework for Development of Departmental Mentoring Program

Every program should contain the elements outlined below. Although it will be the mentee’s responsibility (with input as necessary from the Mentoring Leader) to assemble his/her committees, create a development plan, arrange meetings with mentors and report on progress, both the mentoring committee and the department are responsible for ensuring that these steps are all taken:

1. Description of mentors and mentor responsibilities:
   a. Size – Larger departments should strive to create mentoring committees comprised of at least two and up to four senior faculty, possibly including one from another department. Small departments may have to adopt a less formal approach that relies on a more on 1:1 mentoring.
   b. Frequency of mentoring meetings – minimum 1x/year, preferably 3-4x/year, with possible additional 1:1 meetings with individual mentors as needed
   c. Mentoring should encompass both strategies to success at work and broader career planning

2. Development plan for mentee – should include short and long term goals and specific tasks to accomplish over next year

3. Reporting expectations – when/how/what will mentee report to committee?

4. Evaluation of mentoring:
   a. How will mentee progress be evaluated by mentors?
   b. How will you as Mentoring Leader?
      • Evaluate performance of mentors?
      • Evaluate overall effectiveness of department mentoring program?
      • Incorporate mentor and mentee activities into the annual faculty performance evaluation process?