

## **Department of Internal Medicine Mentoring Guidelines**

### **Expectations**

- Every new faculty is assigned a mentor at time of hiring who will focus on the mentee's career development and preparation for promotion.
- Every Associate Professor is expected to serve as mentors to new faculty. Mentorship is a requirement for promotion and is a vital part of retention, career progression, and job satisfaction.
- Mentors should not in the mentee's immediate chain of command
- Mentors should be impartial and have common interests with the mentee

### **Mentor Responsibilities**

#### **Goals**

- Help mentee to understand the steps to promotion and help keep mentee on track towards this goal
- Help mentee explore their career options and evaluate new opportunities in light of career goals
- Assist with orientation to and integration into UNM HSC community

#### **Tasks**

- Formal meetings of about 30 – 45 minutes should occur at least quarterly during the first two years, once or twice yearly thereafter.
- Mentor should discuss 5 and 10 year career plans and goals with mentee yearly
- Mentor to review mentee's CV and dossier yearly to prepare for promotion
- Mentor to review and help guide mentee through promotion application process

### **Documentation**

Use attached form to assist with meetings and action items for mentors and mentees