

The purpose of the Faculty Mentoring Program is to provide academic career pathway counseling, promotion and tenure application preparation assistance, and scholarship development guidance. A faculty teaching development program is led by the Director of Faculty Development. The general approach to mentoring in the COD acknowledges that 1) all faculty (both full- and part-time) should have access to a mentoring network, 2) many different effective mentoring methods exist, and 3) faculty may have unique mentoring needs. Therefore, our program is designed to present a mentoring “menu” that all faculty can access. Faculty are able to access all of the available mentoring activities via the COD Faculty Affairs website, <http://dentistry.uic.edu/depts/facultyAffairs/>. A range of programs are described below; other programs may be offered to address topic-specific mentoring initiatives, such as promotion workshops. The availability of mentoring activities will be regularly announced to all faculty and to Department Heads.

The following COD specific mentoring activities are available:

One-on-one Mentoring

- 1) Department Heads will meet with all new faculty >0.5 FTE for individual mentoring sessions. The Department Head will assume the role of primary mentor or, if appropriate, the Department Head and mentee may agree on an alternate mentor who meets the needs and interests of the mentee. Junior faculty should utilize the COD Career Development Plan and Individual Development Plan templates to organize their career goals and professional development needs. (See Office of Faculty Affairs intranet website for these templates.) New faculty with appointments <0.5 FTE can request a meeting with the Department Head to discuss faculty mentoring options.
- 2) All new faculty will meet with the Director of Faculty Affairs and the Director of Faculty Development within the first 6 months of appointment to discuss career development plans and mentoring programs available to faculty. If the faculty member feels the need for additional mentorship, the Dean or Director of Faculty Affairs, in consultation with Department Head, may assist in the identification of specific mentors for individual faculty.
- 3) The annual performance self-assessment and review includes a section that encourages faculty to identify mentoring needs and provides an opportunity to discuss mentorship with their Department Head or designated supervisor. Part-time faculty not reviewed through the full self-assessment process may request an individual meeting with the Department Head or immediate supervisor to address mentoring needs.
- 4) The annual Faculty Self-Assessment and Review process will serve to measure the outcomes of mentoring activities as reflected in the achievement of the goals established by the faculty member.

Group and Peer Mentoring

The Office of Faculty Affairs will facilitate the organization of peer mentoring groups in response to requests from interested faculty. A core group of senior faculty mentors will be identified (Mentor Core) to facilitate peer groups and act as advisors. These groups may include:

- 1) Women Faculty Peer Mentoring Group: This group is led by one or more senior faculty member(s) and meets monthly or at a mutually agreed upon interval. The meeting includes both informal discussion time as well as a focused discussion on topics of interest to the group such as salary equity, work-life balance, gender bias, etc.

- 2) Tenure-track Faculty Group: This group is led by two senior tenured professors and will be open to all faculty in the tenure track, with participation by junior and mid-career faculty members encouraged. The group will meet monthly or at a mutually agreed upon interval to engage in a topical discussion; topics will be decided by the group but will include assistance from the mentors in preparing documentation for promotion and tenure applications.
- 3) Non-tenure Clinical Track Faculty Group: The group is led by two senior non-tenure track faculty and will be open to all faculty in the non-tenure track, with participation by junior and mid-career faculty members encouraged. The group will meet monthly or at a mutually agreed upon interval to engage in topical discussions; topics will be decided by the group but will include assistance from the mentors in preparing documentation for promotion applications and clinical research mentorship.
- 4) Research Rank Faculty and Postdoctoral Fellows Group: This group is led by one or two senior research faculty and is open to all faculty currently engaged, or with an interest, in research activities. The group will meet monthly or at a mutually agreed upon interval to engage in a topical discussion; topics will be decided by the group, but will include assistance from the mentors in preparing documentation for promotion and tenure applications.

Mentor/Mentee Training

Training workshops for faculty mentors and mentees will be offered periodically at the College or through the UIC Center for Clinical and Translational Science (CCTS) Mentor Training Program. For mentors, training will emphasize a variety of best mentoring practices; for mentees, training will include how to forge a relationship with your mentor and expectations for mentoring relationships.

Mentoring Resources

The most important resource for mentorship is sufficient time for the mentor and mentee to fully participate in mentoring activities. To ensure that there is adequate time, the mentor and mentee will have time allocated to mentorship activities as part of the faculty workload "Service" category during their annual workload discussions with their Department Head(s). The mentor will schedule regular meetings with the mentee and keep a record of these meetings. The mentor and mentee will agree to goals for the mentee to accomplish during each academic year, and these goals will be included in the mentee's annual faculty Self-Assessment and Review document.

Fiscal and physical resources for mentoring activities will be provided by the Office of Faculty Affairs, on a case-by-case basis, as needed.

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