Tip: Experienced faculty mentors consider what tips to share with new faculty
General Guidelines

- Mentee help **select** mentor(s)
- Mentor assignment may be changed
- Meet **at least once per semester**, more at first
- Continue mentoring **until tenure** though with reduced frequency

**Tip:** Meet frequently on an informal basis to address questions, review drafts of papers and proposals, etc.
Role of Mentee

• Assume responsibility for own success
• Take initiative in mentoring relationship

Role of Mentor

• Provide counsel in teaching, research & service
• Monitor progress, give feedback
• Advocate for mentee
• Help mentee network
• Introduce opportunities
• Serve as role model

Tip: Discuss time management and career planning, in addition to teaching, research and service
Research Checklist

✓ Ideas for research projects & funding sources
✓ Proposal mechanics (budget, vita, OCG)
✓ Paper ideas & appropriate journals/proceedings
✓ Review of proposal & manuscript drafts
✓ Key conferences to attend & present

Tip: Mentor introduce mentee to program directors at grant agencies, editors of top journals in the field, and key leaders in his/her area
Teaching Checklist

✓ Discuss and edit course syllabi
✓ Assist with Technology Resources
✓ Preview exams and assignments
✓ Attend class & provide evaluation/feedback
✓ Invite mentee to mentor’s class
✓ Review course evaluations
✓ Discuss management of research group

Tip: Mentor inform mentee of teaching resources, such as the Faculty Teaching Excellence Program and articles on teaching and learning methods
Service Checklist

✓ Department service assignments
✓ Conference program committees
✓ Chairing sessions at conferences
✓ Proposal review panels
✓ Paper and proposal reviews

Tip: Mentor encourage mentee to take on roles that benefit his/her career and the department or program, such as co-directing graduate training grants or centers, serving on proposal review panels and conference program committees, helping with graduate admissions, or organizing an invited seminar series
Mentoring Graduate Students

- Find out how graduate students are assigned
- Be very selective, especially at start of your career
- Invest lots of time in your first students

Tip: Train your students to be mentors
Graduate Students & Postdocs

• Set clear & high expectations
• Provide responsibilities & rewards
• Schedule individual and group meetings
• Do not be afraid to provide constructive feedback or to let a group member go if continued low performance

Tip: Written and oral reports provide preparation and focus