



Faculty Mentoring Program Guidelines

ATHENA: Advancement through Healthy Empowerment, Networking, and Awareness

U_{of} L **ATHENA ADVANCE**



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Faculty Mentoring Program

What is it?

- ✓ This program provides new faculty (especially tenure-track assistant professors) with a Mentor Team to help them succeed in their academic careers.

What does it do?

- ✓ Offers individualized guidance and advice on developing a fulfilling career.
- ✓ Helps mentees plan for tenure & promotion.

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How does it work?

Your mentoring team will include 3-4 faculty members:

✓ 2 from the same department:

- ♣ **Senior - Career Guidance Mentor:** Provides general guidance on university culture and promotion.
- ♣ **Senior - Scholar Mentor:** Provides mentoring in the area of research of Mentee (e.g., grants, publications)
- ♣ **Recently Promoted/Tenured Associate Professor:** Recent experience in Tenure & Promotion .

✓ If Mentee is Not in ATHENA near-peer Mentoring Circle:

- ♣ **Professor from another department:** Provides mentorship based on shared interests or background (if desired).

- ✓ **Other members:** Can be internal or external, chosen based on your needs and preferences.

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Meetings

Meet within **6 months** of starting.

Meet as a group **at least once a semester**, with more frequent meetings possible.

You can also meet individually with mentors at any time.

Recommended for the **first 2 years**, but can continue beyond.

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Your Responsibilities as a Mentee:

- ✓ Lead your career development and take agency over which advice to follow. Be accountable for plans.
- ✓ Invite mentors and schedule meetings.
- ✓ Maintain good communication and trust with your team.
- ✓ Prepare for team meetings (using provided templates).
- ✓ Consider discussing your mentor team with your department chair during your annual evaluation.

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Mentor's Responsibilities

– Commit to supporting you, including:

✓ Meeting outside regular work hours if needed.

✓ Offer coaching, + and - feedback, and guidance but help Mentee develop their own agency and independence in choosing what works for them.

✓ Reviewing mentee's work.

✓ Helping the mentee to network.

✓ Sharing your experience.

✓ Be familiar with university policies and resources.

✓ Help mentee create a career development plan (using provided templates).

✓ Maintain good communication and trust - Full confidentiality.

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Department Chair Responsibilities:

- ✓ Help new faculty find potential mentors.
- ✓ Ensure meetings happen.
- ✓ May participate in meetings.
- ✓ Stay informed about Mentee's progress.
- ✓ Consider discussing Mentor team during mentor and mentee annual evaluation.



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