

## **Junior Faculty Mentoring Guidelines for the School of Dental Medicine**

- A mentoring plan will include the formation of a Mentoring Team (or committee) for each junior faculty member within the first year of hire. The well-being of the faculty member and helping in career development and professionalism should be the prime responsibilities of the Mentoring Team. The Department Chairs/Center Directors and Associate Dean for Faculty Affairs will strongly encourage all junior faculty (>0.5FTE) to have mentorship. The Chairs/Center Director will document in the annual evaluation form if a faculty has declined to participate in the mentoring plan offered by the school. The overarching goal of the mentoring activities is to form an individualized junior faculty development plan with short-term and long-term career goals and monitor progress toward goals.
- The construct of the Mentoring Team should be initiated by the faculty in consultation with the Department Chair/Center Director. The Team composition will be developed during the first year through discussions between the junior faculty member, the Department Chair/Center Director and senior faculty members throughout UCONN Health and/or Storrs who are most aligned with the career goals of the junior faculty member. Once this process is completed a senior faculty member will serve as Primary mentor in agreement with the Chair/Center Director, junior faculty and the mentor.
- Mentoring teams will consist of a minimum of two senior faculty (one being the Primary mentor), and junior faculty will be encouraged to identify more mentors as needed. Associate Dean for Faculty Affairs can advise faculty on the choice of additional mentors, at the request of the faculty or Chair/Center Director.
- The Department Chair/Center Director may serve as initial Team member, with agreement by the junior faculty, during the first year. The Chair/Director may or may not become a permanent member of the Mentorship Team but will always interact with the Team, at least through the annual performance review and the requisite meeting reports.
- The Team will meet at least every year, or more often if required to address the needs of the faculty. A report, including goals discussed, progress toward goals and action items will be reviewed and signed by the Primary mentor after each meeting. A copy will be sent to Chair of the Department/Center Director and the Faculty Affairs Office.
- The mentoring relationship will be evaluated periodically based on input from the mentee, mentor and Chair/Director. Team composition may change from year to year and will have enough flexibility and fluidity to adapt to changes in the faculty members interests and responsibilities. Training opportunities for mentors will be offered to enhance mentoring competencies.

- Faculty Affairs Office will keep a record of all mentoring activities and send reminders to Chair/Center Director and faculty member in case of inactivity.