

BUMC Academy for Faculty Advancement – Tips for Mentors and Mentees

The [Academy for Faculty Advancement](#) (AFA) is a longitudinal early career development program for Instructors and Assistant Professors at Boston University School of Medicine, School of Public Health and the Goldman School of Dental Medicine. Five essential components of the program include:

1. **Curriculum.** Expert speakers address areas of professional development through in-person, interactive sessions twice a month for 2.5 hours each.
2. **Peer mentoring.** Learning communities meet at in-person sessions to provide support and accountability.
3. **Course Facilitators.** Professors from BUSPH, GSDM, BUSM, the BU Ombuds, and an expert from HR facilitate meetings and meet quarterly with participants to provide career mentoring.
4. **Project.** A central component of the AFA is a project identified by each participant that advances his/her knowledge, skills and academic career, to be worked on over the course of the program.
5. **Project mentors** are identified based on their expertise to support each participant and project, with the hope that the relationship will be productive and rewarding for both parties.

The following are suggested guidelines for establishing an effective mentoring relationship. For further information and references about mentorship, please see the AFA [Mentoring Handbook](#).

I. For Mentors

- A. Meet with mentee during the summer of 2014 to determine if the relationship is a good fit.
- B. Clearly define, ideally in a written statement that both parties sign, the expectations of the relationship (e.g., how mentor prefers to be contacted, how mentee should prepare for meetings).
- C. Meet with mentee for at least one hour per month from September 2014 to May 2015.
- D. Review your mentee's CV and provide strategic feedback aligned with his/her career interests.
- E. Read, provide feedback, and problem solve setbacks on the mentee's project throughout the year.
- F. Provide career development advice to mentee (e.g. opportunities for scholarly dissemination, national recognition, work life integration, etc.).
- G. Listen actively to mentee's concerns and keep conversations confidential.
- H. You do not have to provide all the answers for your mentee. Refer him/her to the appropriate person(s).
- I. Encourage mentee to develop and be accountable for timeline of project milestones.
- J. Express appreciation of your mentee's progress. Consider writing a brief letter to his or her section or departmental supervisor at the end of the year highlighting the progress you made together.

II. For Mentees

- A. Contact your mentor during the summer of 2014. Meet to determine if both you and your potential mentor are well-aligned to be helpful for your project. If the relationship is not an optimal match, please email rbhasin@bu.edu to find an alternate mentor.
- B. Get to know your mentor's academic interests so you can tailor questions to his or her strengths.
- C. Send an agenda prior to each meeting.
- D. Schedule a monthly appointment with your mentor (consider making that the last item of your agenda).
- E. Arrive at each meeting with an explicit goal you would like to achieve and ideas for what to cover in future sessions. Actively engage your mentor if you are facing project or career setbacks.
- F. Record and follow up on suggestions from mentoring sessions. If suggestions do not work out, ask your mentor for alternative strategies.
- G. Use your mentor's preferred form of communication.
- H. Be respectful of your mentor's time, but do not withhold relevant information about your progress.
- I. Establish a timeline for project milestones and completion, and share the timeline with your mentor.
- J. Keep your CV updated and share new accomplishments with your mentor.
- K. Say, "Thank you." If your mentor deserves praise, write a letter expressing your gratitude to his or her department chair.