

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 and experiential 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/Career mentors.** 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 in June or July of 2015 to determine if the relationship is a good fit. **If it is not a good fit, please let the mentee know as soon as possible. It would be very helpful if you can suggest other potential mentors.**
- 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 2015 to May 2016.**
- D. Review your mentee's CV and provide strategic feedback aligned with his/her career interests.
- E. Provide specific, timely 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, networking opportunities within and outside the institution, 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. Please refer him/her to the appropriate person(s).
- I. **Encourage mentee to develop and be accountable for a 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. Meet your potential project mentor in June or July 2015 to determine if the two of you are well-aligned to assist you in reaching project goals.
Email Robina to inform her regarding whether the match is optimal.
If you and your project would be served by finding a different mentor, please email rbhasin@bu.edu to find an alternate mentor **ASAP**.
- B. Get to know your mentor's academic interests so you can tailor questions to his or her strengths.
- C. Schedule a monthly appointment with your mentor; consider scheduling appointments for the year at the beginning of the year. Alternatively, make scheduling the next appointment the last item of your meeting agenda.
- D. Send a written agenda prior to each meeting. Before the first meeting, send your current CV.
- E. Arrive at each meeting with an explicit goal you would like to achieve. Begin by recapping your progress or setbacks since last meeting.
- F. At the end of the meeting summarize next steps.
- G. Actively engage your mentor if you are facing project setbacks.
- H. Record and follow up on suggestions from mentoring sessions. If suggestions do not work out, ask your mentor for alternative strategies.
- I. Use your mentor's preferred form of communication.
- J. Be respectful of your mentor's time, but do not withhold relevant information about your progress.
- K. Establish a timeline for project milestones and completion, and share the timeline with your mentor.
- L. Keep your CV updated and share new accomplishments with your mentor.
- M. Say, "Thank you." If your mentor deserves praise, write letter expressing gratitude to his/her department chair.