

## **MENTORING GUIDELINES**

### **DEPARTMENT OF OPHTHALMOLOGY**

Mentoring should be a positive academic experience for both junior and senior faculty.

- *Goal:* To contribute to tenure-track eligible assistant professor faculty member development into independent biomedical research scientists and educators.
- *Eligibility:* A mentor is a trusted advisor who must be:
  - a. A senior tenured faculty member
  - b. Actively involved in research
- *Mentoring System:* There should be a two-tiered mentoring system consisting of:
  - a. Group mentoring by the Departmental Promotion and Tenure (P&T) Committee whose chief role would be to monitor and guide junior faculty career and promotional development.
  - b. Individual mentoring by:
    - (i) A mandatory primary mentor who may be the Department Head (in the case of basic sciences departments) or may be the person directly responsible for the junior faculty's recruitment. The role of the primary mentor would be to guide the overall academic development and scholarly achievement of the junior faculty.
    - (ii) An optional secondary mentor whose research interest is similar to that of the junior faculty. The secondary mentor may or may not be in the junior faculty's department. The role of the secondary mentor is to advise on the technical aspects of research, grant writing, laboratory and personnel management and teaching.
  - c. Mentors should be approved by the P&T Committee.
  - d. At a minimum, there should be an annual meeting between the primary mentor and junior faculty member.
  - e. An annual progress report should be submitted by the primary mentor to the P&T Committee for review.
  - f. A copy of the report should be submitted to the Research Council.