



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

## *Operating Policy and Procedure*

### **SOM OP: 20.24 SOM Faculty Mentoring**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy and procedure is to provide mentoring opportunities for all SOM faculty.

**REVIEW:** This SOM Policy and Procedure will be reviewed within each odd-numbered year by a Subcommittee of the Teaching Academy and the Policy Review Subcommittee of the Faculty Council Executive Committee, with recommendations for revision forwarded to the Dean for approval and publication.

### **POLICY/PROCEDURE:**

1. **General.** This policy is intended to provide oversight and guidance for a faculty mentoring program for School of Medicine faculty. Experienced faculty members will serve as mentors to other faculty interested in professional development, networking, learning, and enhancing their leadership skills, and navigating career paths within the SOM. Participation as either a mentor or mentee will provide faculty with the opportunity to build connections, support others, and better understand a faculty role within a division, department, and the SOM.
2. **Eligibility and Responsibilities of a Mentor.**
  - Faculty can be a mentor in the TTUHSC SOM Mentoring Program if they have worked at TTUHSC for at least one year and consider themselves an expert in a mentoring field.
  - Mentors should meet with their matched mentee in person at least once a quarter for the duration of the mentor-mentee relationship.
  - At the outset, mentors should establish goals with their mentee to guide their time together.
  - Mentors must be willing to share their experiences candidly and to offer advice to colleagues in the SOM.
3. **Responsibilities of a Mentee.**
  - At the outset, mentees should establish goals with their mentor to guide their time together.
  - Mentees must be willing to meet with their matched mentors in person for at least once a quarter to discuss their progress.
  - Mentees must be willing to share their experiences candidly and to seek advice from a mentor in the SOM regarding their professional development.
4. **Initial Procedure.** All chairs will be queried asking whether *they* wish to arrange for mentorship relationships for their faculty, or if they wish the Office of Faculty Affairs and Development to query the faculty on their desire for mentorship.

The concept will be to solicit faculty regarding their desire for a mentor. If the faculty member indicates he/she wishes a mentor, a request will be sent to them asking the following questions:

- Do you wish your chair to be your mentor?
  - In what areas do you want mentoring?
  - From the faculty you already know in the School of Medicine, whom is your preference for a mentor?
  - Do you wish for the Office of Faculty Affairs and Development to provide you with a mentor or do you want to arrange one on your own?
5. **Annual Procedure.** Annually the following will occur:

- After establishment of the mentor relationship, the faculty will be surveyed asking if the mentorship is effective, have they established goals or if they prefer a new direction.
- Faculty who have not indicated a need for mentorship and have been at TTUHSC for less than five (5) years will be asked if they now desire mentorship.
- Faculty will be reminded if they desire mentorship to contact the Office of Faculty Affairs and Development to arrange a mentor relationship.
- Faculty who have been at the School of Medicine for over five (5) years or new senior faculty will be solicited whether they wish to serve as a mentor, and in what areas they feel comfortable providing mentorship.

**6. Maintenance of Mentorship.** If problems arise, faculty in the mentor relationship will be advised to contact the Office of Faculty Affairs and Development to discuss how to resolve the problem.

The Office of Faculty Affairs and Development will be available to assist both faculty providing mentorship and faculty desiring mentoring opportunities.

The faculty affairs representatives on the Amarillo and Permian Basin campuses will provide assistance in developing a mentor/mentee relationship among the members of their faculty on their respective campuses.