



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Pharmacy

Department of Biomedical Sciences
Operating Policy for Mentoring of Junior Faculty

The Purpose of this Policy is to help new faculty understand the policies, procedures and culture of the Department of Biomedical Sciences and the School of Pharmacy. The Goal of the Policy is successful career development of the new faculty member.

1. Per the School of Pharmacy Bylaws, the Department Chair is ultimately responsible for mentoring faculty. However, mentoring junior faculty should involve other members of the Department.
2. Within 6 months of joining the Department, new faculty should identify (a) suitable Mentor(s) from among the Department members. The Mentee will notify the Department Chair, formally establishing the Mentor-Mentee relationship. The Mentee may choose separate Mentors for Research and Teaching. Mentors may be released and a new Mentor chosen upon mutual agreement, should the relationship become incompatible.
3. The Mentor and Mentee should meet frequently to discuss plans for research and/or teaching. The Mentor should provide advice regarding the merits of the plan(s) and help identify resources that will facilitate their execution. The frequency of the meeting will be at the discretion of the pair, but at a minimum, monthly meetings are recommended.
4. Twice a year, the Mentee shall meet with the Mentoring Advisory Committee, which consists of the Associate and Full Professors of the Department. The Mentee shall make a short presentation, about 30 mins, of her/his progress and plans for the future. The Mentor will help the Mentee prepare for the presentation. The Advisory Committee will consider the presentation and make recommendations. Recommendations are purely developmental and will not be used for Annual Evaluations.
5. The Department Chair will also provide mentoring to the Mentee through informal meetings and as part of Annual Evaluations.