

## Guidelines for Faculty Mentors

Successful mentoring requires that both the mentor and mentee agree to invest some time and energy in the process in order to establish a relationship that is rewarding and useful for both individuals. No two mentoring relationships are alike as individuals encounter different situations, have varying needs, and different strategies for accomplishing their goals. The following guidelines provide suggestions for developing a mutually agreeable understanding about the parameters for the mentoring relationship and areas for discussion.

1. Take the initiative to meet the faculty member you are mentoring on an informal basis. Meet three or four times during a semester, especially in the beginning (more often if needed). Agree on good times to get together, whether it is okay to phone at home, etc.
2. Suggest topics that might be discussed and ask what topics the mentee would like to talk about.
3. Ask if you can offer advice on issues that seem to be important. Be explicit that you are only offering suggestions and that he or she should weigh your advice along with that received from others.
4. Discuss and review teaching, research, and service priorities. Suggest appropriate individuals that you believe the mentee should consult with on some issues, e.g., Secretary of the Faculty, Coordinator of Research Institute, etc.
5. Ask about and encourage accomplishments.
6. Ask about difficult, problematic, or ambiguous situations the mentee might have encountered and suggest follow-up actions that she or he might consider.
7. Provide honest, constructive criticism and informal feedback.
8. Review important dates that the mentee should be aware of and discuss how he or she can prepare for them (e.g., merit review, retention review, curricular issue coming up in the department for a discussion, etc.).
9. Discuss issues that may be related to balancing work and personal life demands.
10. Your mentee must trust that anything she or he says to you will be held in the strictest of confidence. Within this framework, feel free to offer constructive criticism along with positive feedback.
11. The relationship should exist only as it continues to be mutually beneficial. If it should cease to be that, suggest that another mentor be appointed.