Purpose: The faculty of the Department of Obstetrics and Gynecology has a long history of excellent clinical care, exceptional education of residents and students, collaborative clinical and educational research, and public contributions. Our departmental mentoring program aims to:

- 1. Support junior faculty in developing their career plans.
- 2. Formally prepare junior faculty to be active and effective contributors in mentoring and teaching trainees, especially residents and medical students.
- 3. Identify and facilitate collaborative and individual research projects.
- 4. Prepare faculty dossiers for successful reviews by the promotion and tenure committee.

Model:

- 1. A mentoring committee will be formed for each junior faculty member that includes 3 members.
- 2. One mentor will assigned initially and will serve to orient the junior faculty member.
- 3. The junior faculty member will then choose 2 other faculty mentors to be on their committee. These 2 people should be chosen within the first year with the help of the assigned mentor if needed.
- 4. Every senior faculty member is expected to mentor at least one junior faculty member.
- 5. Junior faculty are encouraged to seek mentors who match their specific goals in research, teaching, and clinical care, and with whom they feel they will have a good interpersonal connection. These can include mentors outside the department of Obstetrics and Gynecology.
- 6. Quarterly meetings that include all assistant professors will be held with and without senior faculty to facilitate co-mentoring of junior faculty.

Roles of the Mentor:

Including but not limited to:

- 1. Meeting with mentees to discuss career goals.
- 2. Educating mentees in expectations and benchmarks necessary for promotion and tenure.
- 3. Guiding mentees in choices of service committees and time commitments.
- 4. Suggesting programs, activities, collaborations which may help further their career goals.
- 5. Evaluating junior faculty's mentoring of residents.
- 6. Publicizing mentee's awards and accomplishments.
- 7. Reviewing projects and activities and suggesting modifications.
- 8. Reporting progress and any concerns to faculty leadership at least twice yearly.

Roles of the Mentee:

- 1. Fill out initial questionnaire to clarify interests and planned focus.
- 2. Schedule meetings with mentors at least quarterly.
- 3. Actively participate in resident education and mentoring.
- 4. Identify areas of research that are of interest.
- 5. Bring questions and any areas of concern to the attention of one or more mentors.

Evaluation: Department Promotion and Tenure Committee will evaluate the effectiveness of the mentor-mentee relationship annually, based on the above roles.

Mentoring by faculty will factor into the service component of the Annual Performance Appraisal.