

Year One

This meeting should be a 2 hour meeting to adequately cover the amount of information. Mentors generally meet with their mentees at least twice a year; at least one of these meetings should address promotion preparation and readiness. Most meetings with mentors should be scheduled for about an hour; however the first meeting should be scheduled for two hours.

Getting Started	Document that the junior faculty member has attended the DFM Orientation and the SOM Career Development Workshop (usually scheduled in the first quarter of the year) and have watched the AME Mentee Module .
	Answer any questions from orientation(s) if applicable.
Certification	Ensure they are aware of how to meet their ABFM certification requirements with MOC.
Determining Promotion Path	Most faculty will fall under the Regular Faculty Series for promotion; however if they are just in clinical practice or just in research, they may fall into the Clinical Practice Series or Research Professor Series . Residency faculty have a scholarly requirement and therefore generally remain in regular faculty series. Discuss their plans.
Promotion Preparation	<ul style="list-style-type: none"> • Review overall process and requirements for promotion – direct to Faculty Affairs website and become familiar with the Promotions and Tenure pages. • Mentee should complete these Academy of Medical Educators Modules: <ul style="list-style-type: none"> ○ Intro to Promotion 101 (in development; will be launched in 2016) ○ Building an Educator's Portfolio • Attend SOM Promotion 101 class (usually scheduled for late spring)
	<ul style="list-style-type: none"> • Discuss the maintenance of the CV, Promotion Criteria Matrices, and Teacher's Portfolio, including updating information in PRiSM on a regular basis (PRiSM may eventually be used to help build their dossier). • In addition to informing them about documenting this information, discuss how to save documents and items, and describe their activities in a way that helps to build the case for achieving excellence or meritorious in the certain areas. (This includes thank you letters, other letters, articles, awards, teacher evaluations, clinical productivity information, links to scholarly activity). If in doubt save it – they can always edit it out later. (This information may eventually be able to be stored on PRiSM). • It might also be a good idea to keep a computer file of materials to support each area for promotion (Clinical, Teaching, Research/Scholarship, and Service).
	<p>SOM PROMOTIONS & TENURE WEBSITE</p> <ul style="list-style-type: none"> • Review CV format examples. Faculty should use a format that requires minimal editing in the last year. • Review the Dossier Preparation Guide
	Discuss Teaching, Clinical, Research, and Service (National, SOM, Regional), and their plans on how to achieve and promote:
TEACHING	<ul style="list-style-type: none"> • Begin recording teaching activities, including evaluations and update this on a longitudinal basis. • Mentee should provide this to Mentor at least annually for review. • If in the Research Professor series, teaching is not a requirement, and references in this document to teaching do not apply, unless doing teaching, in which case, keep track of it.
CLINICAL	<ul style="list-style-type: none"> • Keep annual performance statistics. • Keep thank you letters from patients, colleagues, etc.
RESEARCH	Keep track of involvement in projects, level of participation, funding, importance of the project in PRiSM.

	<p>SCHOLARLY ACTIVITY</p> <p>Discuss possible scholarly activity activities the faculty member could consider. Types of scholarship are described in Section 8 of the Dossier Preparation Guide</p> <p>Mentee should be able to describe scope, importance and impact of their scholarship.</p> <p>For publications, there is not a hard and fast rule; however the target for Meritorious is generally at least 5 publications, with first author publications weighted higher. Other scholarly products with documentation of how they were developed (e.g. needs assessment, literature review, why did it, peer review, importance) also count. The total package is considered and not just number of publications. Information on Education Scholarship and Scholarship Alternatives are available on the SOM Promotions & Tenure website.</p>
	<p>SERVICE</p> <p>Keep track of volunteer activities, consider volunteer activities, organizations may work with or in, and committees in the University may be interested in participating in.</p>
	<p>EXPLAIN MIDTERM REVIEW PROCESS</p> <ul style="list-style-type: none"> • Mentee and mentor will schedule a meeting with the DFM Appointments and Promotions Committee. • Mentee provides a CV and their matrices (as completed to date) to the committee at least a week ahead of the meeting (the DFM recommends matrices for BOTH area(s) of excellence AND meritorious). • The A&P Committee will provide feedback and guidance to the mentee on what they need to do in order to be successful when going up for promotion.
Goal Setting	Using the Faculty Mentoring resources (Professional Development Plan, Goal Setting Worksheet), review professional goals and objectives for the year.
Recordkeeping	Both parties complete their respective surveys regarding the meeting. If unable to cover all topics, mentee may need to schedule an additional meeting. Check off the items covered, and if incomplete, list in the comments section and outline the plans for follow up meeting(s). Access to the survey data is limited to the mentor/mentee pair, HR and the Appointments and Promotions Committee. Mentor survey is here .

Year Two

Getting Started	Follow up on any items from Year One that are outstanding or there are questions about.
Certification	Discuss maintaining their Maintenance of Certification
Promotion Preparation	<ul style="list-style-type: none"> • Review progress to date. Specifically review and advise on scholarly activity, faculty development activities, teaching, service, and clinical activities. Remind them to review the SOM Promotions & Tenure website. • See Dossier Preparation Guide • Also see box on SCHOLARLY ACTIVITY in year 1 above.
	Review their CV, Matrices, and Teacher's Portfolio, and make any suggestions for improvement.
	Make sure they are including their activities that can be helpful for their promotion in PRISM as they are able, as this may eventually be used to help to build their dossier.
	Discuss which area is best to go up as "excellence in" and plans on how to accomplish.
	Determine whether the faculty member is involved in any hospital committees or other organizations. If not, this is something that should be considered. It's nice if this work is related to area of excellence, and carries more weight if in a leadership position.
	Record faculty development activities attended in the survey.
Goal Setting	Using the Faculty Mentoring resources (Professional Development Plan, Goal Setting Worksheet),

	review professional goals and objectives for the year.
Recordkeeping	Both parties take the survey. Mentor survey is here .

Year Three

Getting Started	The mentee may want to meet early in the year to prepare for the Midterm review that should take place midway through the 3rd year . Follow up on any items from Year Two that are outstanding or there are questions about.
Certification	Maintaining Maintenance of Certification
Promotion Preparation	<ul style="list-style-type: none"> • Review progress to date. Specifically review and advise on scholarly activity, faculty development activities, teaching, service, and clinical activities. • Remind them to review the SOM Promotions & Tenure website. • See SCHOLARLY ACTIVITY box in year 1 above
	Review their CV, Matrices, and Teacher's Portfolio, and make any suggestions for improvement.
	Make sure they are including their activities that can be helpful for their promotion in PRISM as they are able, as this may eventually be used to help to build their dossier.
	Determine whether the faculty member is involved in any hospital committees or other organizations. If not, this is something that should be considered. It's nice if this work is related to area of excellence, and carries more weight if in a leadership position.
	Record faculty development activities attended in the mentee survey .
	Instruct them to start getting things together for the Midterm Review which will be done between their 3rd and 4th year. This includes their CV, CV Abstract, and Matrices. If the faculty member so desires, he/she may attempt the first draft of their portfolio "area of excellence" section, but it is not required at this time. Advise them to schedule this meeting with the Appointments & Promotions Committee. The mentor should attend the Midterm Review.
	Determine On Track/Not On Track for promotion at this stage. If not on track, develop plans to remediate.
Goal Setting	Using the Faculty Mentoring resources (Professional Development Plan , Goal Setting Worksheet), review professional goals and objectives for the year.
Recordkeeping	Both parties take the survey. Mentor survey is here .

Year Four

Getting Started	If the faculty member is an existing Assistant Professor past their midterm review point, offer to meet and discuss with A&P Committee as part of the transition to this new format. Follow up on any items from Year Three that are outstanding or there are questions about.
Certification	Maintaining Maintenance of Certification
Promotion Preparation	Review progress to date. Specifically review and advise on scholarly activity, faculty development activities, teaching, service, and clinical activities. Remind them to review the SOM Promotions & Tenure website .
	Review their CV, Matrices, and Teacher's Portfolio, and make any suggestions for improvement.
	Make sure they are including their activities that can be helpful for their promotion in PRISM as they

	are able, as this may eventually be used to help to build their dossier.
	Record faculty development activities attended in the mentee survey .
	Determine whether the faculty member is involved in any hospital committees or other organizations. If not, this is something that should be considered. It's nice if this work is related to area of excellence, and carries more weight if in a leadership position.
	Discuss the Midterm Review – (the face-to-face meeting with committee for consultation and guidance). Discuss gaps needed to achieve promotion.
	Assess the number of scholarly works they have completed. The target is five (5) publications or other scholarly products by the time they are up for promotion. See SCHOLARLY ACTIVITY box in year 1 above.
	Assign writing of the “portfolio area of excellence” due by June 30. The mentor will provide feedback before the next scheduled meeting.
	Determine On Track/Not on Track for promotion at this stage. If not on track, develop plans to remediate.
Goal Setting	Using the Faculty Mentoring resources (Professional Development Plan, Goal Setting Worksheet), review professional goals and objectives for the year.
Recordkeeping	Both parties take the survey. Mentor survey is here .

Year Five

Getting Started	If the faculty member is an existing Assistant Professor past their midterm review point, offer to meet and discuss with A&P Committee as part of the transition to this new format.
	Follow up on any items from Year Four that are outstanding or there are questions about.
Certification	Maintaining Maintenance of Certification
Promotion Preparation	Review progress to date. Specifically review and advise on scholarly activity, faculty development activities, teaching, service, and clinical activities. Remind them to review the SOM Promotions & Tenure website .
	Review their CV, Matrices, and Teacher’s Portfolio, and make any suggestions for improvement.
	Make sure they are including their activities that can be helpful for their promotion in PRISM as they are able, as this may eventually be used to help to build their dossier.
	Record faculty development activities attended in the mentee survey .
	Review/discuss their “area of excellence” from their portfolio exercise (this was due 6/30 of the previous year).
	Assess the number of scholarly works they have completed. The target is five (5) publications or other scholarly products by the time they are up for promotion. See SCHOLARLY ACTIVITY box in year 1 above.
	Determine whether the faculty member is involved in any hospital committees or other organizations. If not, this is something that should be considered. It's nice if this work is related to area of excellence, and carries more weight if in a leadership position.
	Assign writing of one of the other areas that require portfolios (if still required by Faculty Promotions Committee) due by June 30. The mentor will provide feedback before the next scheduled meeting.
	Edit and update the first portfolio.
	Determine On Track/Not on Track for promotion at this stage. If not on track, develop plans to remediate.
Goal Setting	Using the Faculty Mentoring resources (Professional Development Plan, Goal Setting Worksheet),

	review professional goals and objectives for the year.
Recordkeeping	Both parties take the survey. Mentor survey is here .

Year 6

Getting Started	If the faculty member is an existing Assistant Professor past their midterm review point, offer to meet and discuss with A&P Committee as part of the transition to this new format. The pair may need to have extra meetings this year to review and assist with dossier preparation.
Certification	Maintaining Maintenance of Certification
Promotion Preparation	Review progress to date. Specifically review and advise on scholarly activity, faculty development activities, teaching, service, and clinical activities. Remind them to review the SOM Promotions & Tenure website . Review their CV, Matrices, and Teacher's Portfolio, and make any suggestions for improvement. Make sure they are including their activities that can be helpful for their promotion in PRISM as they are able, as this may eventually be used to help to build their dossier. Record faculty development activities attended in the mentee survey . Assess the number of scholarly works they have completed. The target is five (5) publications or other scholarly products by the time they are up for promotion. See SCHOLARLY ACTIVITY box in year 1 above. Determine whether the faculty member is involved in any hospital committees or other organizations. If not, this is something that should be considered. It's nice if this work is related to area of excellence, and carries more weight if in a leadership position. Assign writing of the remaining portfolios (if still required by Faculty Promotions Committee) due by June 30. The mentor will provide feedback before the next scheduled meeting. Start considering how best to present how they meet the criteria in the Matrices – e.g. letters of recommendation, letters from patients, etc. Begin thinking of how best to present clinical work (or if not in clinical work how their work relates to this). Consider who they may want to ask for letters of recommendation and what those letters would need to support. Schedule a face-to-face meeting with the Appointments and Promotions Committee to discuss dossier preparation approximately around January (midpoint of 6th year). Should present CV, CV Abstract, Matrices, and any portfolios that are completed. Provide this information at least 2 weeks before your scheduled meeting, so that it can be reviewed by the committee members in advance of the meeting. Review Dossier Preparation Guide and Dossier Checklist from the SOM Promotions & Tenure website. Mentee to submit names for letters of recommendation (with any specific instructions that this person could attest to their excellence in specific areas) by January 15 of 6th year. Mentee to submit materials for dossier review by March 1 at the end of the 6th year. Determine On Track/Not on Track for promotion at this stage. If not on track, determine if it is remediable. If not on track, mentor to notify the A & P Committee.
Recordkeeping	Both parties take the survey. Mentor survey is here .

Year Seven

Getting Started	The pair may need to have extra meetings this year to review and assist with dossier preparation.
Certification	Maintaining Maintenance of Certification
Promotion Preparation	Discuss any additional information that occurred since dossier was submitted for department review and whether anything needs to be added prior to submission to the Faculty Promotions Committee.
	If dossier was not submitted to A&P Committee by March 1, notify the A&P Committee, and provide explanation and updates.
	Inform mentee of the need to be available for recommended edits and input from A&P Committee and to respond in a timely fashion.
	Make sure they are maintaining their PRISM files longitudinally.
	Record faculty development activities attended in the mentee survey .
Goal Setting	Using the Faculty Mentoring resources (Professional Development Plan, Goal Setting Worksheet), review professional goals and objectives for the year.
Recordkeeping	Both parties take the survey. Mentor survey is here .