



## Getting Started

### #1 Find a mentor

The DFM has a Faculty Mentoring Program which is designed to assist faculty in building a successful academic career. By providing guidance and opportunities for faculty members to improve their research, teaching, clinical and leadership skills through a structured program, faculty members will increase their prospects for promotion and experience greater job satisfaction.

Mentors play a crucial role in the professional and personal development of our faculty. They:

- build trusting relationships and provide experience-based expertise, advice and guidance to help mentees develop new skills
- assist with career planning and guide junior faculty through the promotion process
- provide feedback and suggest opportunities for growth, as well as helping the mentee connect with key players

#### How do I find a mentor?

If you don't already have a mentor, there are a number of people in your career path right now that may be able to serve as a mentor to you! Consider:

- **Your supervisor** – your supervisor MAY (but doesn't have to) be a good choice for a mentor. You already have a working relationship with them and depending on your career goals this may be a great fit. A downside to having your supervisor be your mentor, however, is that you might not want to discuss some things with your supervisor that you would be able to more easily talk about with a different person.
- **Another DFM faculty member** – ask another faculty member who maybe already does what you'd like to do.
- **Faculty members in other departments** – this is a good opportunity to get a perspective that's not through the family medicine lens.
- **Outside contacts** – these people can provide you with good insights and general career advice, but probably won't be familiar with the School of Medicine's promotion process.
- **Get matched!** – we have a pairing process within the DFM – complete a [Mentee Interest Form](#) to be matched with a mentor from the department. If it doesn't work out, you can always pick a different mentor.

Note: Many people have multiple mentors – perhaps you have your supervisor function as your promotional mentor, but you ask a faculty person from another department to mentor you for general career counseling,

### #2 Get to know your mentor(s)

Mentees and mentors generally meet 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 might be scheduled for two hours so you can get to know each other personally and make sure it's going to be a good fit.

#### What do we talk about?

We have established a [Meeting Guide](#) which includes a First Meeting Checklist with topics to discuss, along with a mentoring journal to guide your note-taking during the meeting. Common topics for discussion when meeting with your mentor include:

- How things are going, both professionally and personally
- How you're assimilating to your position and/or the University (especially if you're new)
- Goals you have for the upcoming year

- Addressing specific concerns and brainstorming possible solutions
- Promotion readiness

### **#3 Be a good mentee**

You are in charge of your career. So the more you put into it, and to your mentoring relationship, the more you'll get out of it!

#### **What are my responsibilities as a mentee?**

Mentees:

- Schedule 2-3 meetings per year with mentor
- Prepare for each meeting, including outlining goals and progress to date and setting the agenda
- Enlist the mentor's help/asks questions when difficulties arise
- Accept feedback constructively and is respectful of the mentor's time
- Enter meeting information into the survey after each meeting
- Provide feedback on the mentoring program and how it can be improved
- Attend group mentoring sessions/SOM workshops

#### **What if I want a different mentor?**

No problem – you can select a different/additional mentor at any time. Just do your current mentor the favor of letting him/her know that it's not working out for you. AND - let the mentoring facilitator know that you're choosing a different person so that we may update our records.

## Getting Promoted

*The sooner you get started, the easier it will be!*

We have designed this longitudinal process to allow you to think about your promotion process and work on building your dossier (the file that contains detailed records about the work a person has accomplished) **as you go**, rather than having to remember everything you're doing years after it happened and/or trying to recreate documentation that you may no longer have access to.

To that end, we have developed **milestones** for each year. These serve as a guideline and let you know what needs to be done each year in order for you to be ready to promote in your seventh year. Mentors have been trained to cover the various information with you each year, and, ultimately it's **your** responsibility to make sure you're on track (or face the consequence of a very burdensome process at the end!)

There are a number of overarching categories that repeat over time, with new information/tasks/things to consider as time passes. These are:

- Getting Started
- Certification
- Promotion Preparation (including SOM information, teaching, clinical, research, scholarly activity and service)
- Goal Setting
- Recordkeeping

This checklist outlines various things to consider/know/do each year so you are ready to go up for promotion in year 7. It mirrors the Mentor's information, but is geared specifically to you. Links to pertinent information and references to helpful materials are included.

Please consult with your mentor, the mentoring facilitator or the Appointments & Promotions Committee if you have any questions. We're here to help!

## Year One

Your first promotion meeting should be a 2 hour meeting to adequately cover the amount of information. You and your mentor should discuss all of these items.

<b>Getting Started</b>	Have you attended DFM Orientation (if new)?		
	Have you attended the SOM Career Development Workshop (usually scheduled in the first quarter of the year)?		
	Have you watched the <a href="#">Mentee Module</a> through AME?		
	Any questions about the department or the SOM?		
<b>Certification</b>	Do you know how to meet your <a href="#">ABFM certification</a> requirements in terms of maintaining your certification? (MOC)		
<b>Determining Promotion Path</b>	Which promotion track is right for you? Most faculty will fall under the <a href="#">Regular Faculty Series</a> for promotion; however if they are just in clinical practice or just in research, they may fall into the <a href="#">Clinical Practice Series</a> or <a href="#">Research Professor Series</a> . Residency faculty have a scholarly requirement and therefore generally remain in regular faculty series.		
<b>Promotion Preparation</b>	Have you reviewed the <a href="#">Faculty Affairs website</a>		
	Have you should complete these <a href="#">Academy of Medical Educators</a> Modules: <ul style="list-style-type: none"> <li>○ Intro to Promotion 101 (in development; will be launched in 2016)</li> <li>○ <a href="#">Building an Educator's Portfolio</a></li> </ul>		
	Is your CV updated and entered into PRISM?		
	Are your matrices updated entered into PRISM?		
	Is your teacher's portfolio updated entered into PRISM?		
	Is your "shoebox" set up for letters, teacher evals, productivity, awards, articles, etc.?		
	Have you discussed teaching, clinical and research service (national, SOM, regional) and what you're going to do to promote?		
	Do you understand the midterm review process?		
	<b>TEACHING</b>		
	Are you collecting your teaching evaluations?		
	Are your teaching activities and evaluations entered into your teaching "portfolio" and up-to-date?		
	Provide teacher "portfolio" to mentor at the end of the year		
	<b>CLINICAL</b>		
	Obtain, review and retain clinical performance statistics from the Clinical Affairs Team		
	<b>RESEARCH</b>		
	Track projects, level of participation, funding, importance of project in PRISM		
	<b>SCHOLARSHIP</b>		
	Do you know what activities you want to get involved with?		
	Have you reviewed the types of scholarship in the <a href="#">Dossier Preparation Guide</a> ?		
	Have you reviewed the <a href="#">SOM PROMOTIONS &amp; TENURE WEBSITE</a> for scholarly products?		
	<b>SERVICE</b>		
	What are your options/interests for volunteering?		
	How are you keeping track of volunteer activities?		
	<b>Goal Setting</b>	Have you set up professional goals and objectives for the year?	
	<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	

## Year Two

<b>Getting Started</b>	Do you have any questions or items that need to be followed up on?	
<b>Certification</b>	How are you doing on your <a href="#">Maintenance of Certification?</a>	
<b>Promotion Preparation</b>	<ul style="list-style-type: none"> <li>How is your progress to date? Specifically scholarly activity, faculty development activities, teaching, service, and clinical activities.</li> <li>Have you reviewed the <a href="#">SOM Promotions &amp; Tenure website?</a></li> <li>See <a href="#">Dossier Preparation Guide</a></li> </ul>	
	How's your CV? Review your Matrices and Teacher's "Portfolio" with your mentor	
	Are you keeping track of things in PRISM that will help you with your promotion process?	
	<b>Which area are you going to go up for "excellence in?" How are you going to accomplish this?</b>	
	<b>Are you involved in any hospital committees or other organizations?</b>	
	<b>Record faculty development activities attended in the survey.</b>	
<b>Goal Setting</b>	Have you reviewed your professional goals and objectives for the year? Resources: <a href="#">Professional Development Plan, Goal Setting Worksheet</a>	
<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	

## Year Three

<b>Getting Started</b>	Your midterm review is coming up <b>midway through the 3<sup>rd</sup> year</b> . Are you ready?	
	Do you have any questions or items that need to be followed up on?	
<b>Certification</b>	How are you doing on your <a href="#">Maintenance of Certification?</a>	
<b>Promotion Preparation</b>	<ul style="list-style-type: none"> <li>How is your progress to date? Specifically scholarly activity, faculty development activities, teaching, service, and clinical activities.</li> <li>Have you reviewed the <a href="#">SOM Promotions &amp; Tenure website?</a></li> </ul>	
	How's your CV? Review your Matrices and Teacher's Portfolio with your mentor. Do they have any suggestions?	
	Are you keeping track of things in PRISM that will help you with your promotion process?	
	Are you involved in any hospital committees or other organizations?	
	Record faculty development activities attended in the survey.	
	<b>Your Midterm Review is coming up between your 3<sup>rd</sup> and 4<sup>th</sup> year. Are you ready? The A &amp; P Committee will review your CV, CV Abstract, and Matrices. If you want to attempt the first draft of your portfolio "area of excellence" section, they'll review that too (optional). Let your mentor know when your Midterm Review is happening.</b>	
	<b>Are you on track? If not on track, develop plans to remediate.</b>	
<b>Goal Setting</b>	Have you reviewed your professional goals and objectives for the year? Resources: <a href="#">Professional Development Plan, Goal Setting Worksheet</a>	
<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	

## Year Four

<b>Getting Started</b>	Do you have any questions or items that need to be followed up on?	
<b>Certification</b>	How are you doing on your <a href="#">Maintenance of Certification?</a>	
<b>Promotion Preparation</b>	<ul style="list-style-type: none"> <li>How is your progress to date? Specifically scholarly activity, faculty development activities, teaching, service, and clinical activities.</li> <li>Have you reviewed the <a href="#">SOM Promotions &amp; Tenure website?</a></li> </ul>	
	How's your CV? Review your Matrices and Teacher's Portfolio with your mentor. Do they have any suggestions?	
	Are you keeping track of things in PRISM that will help you with your promotion process?	
	Are you involved in any hospital committees or other organizations?	
	Record faculty development activities attended in the survey.	
	<b>How did the Midterm Review go? What gaps do you have that need to be addressed?</b>	
	<b>How many scholarly works do you have? The target is five (5) publications or other scholarly products by the time you are up for promotion.</b>	
	<b>If you haven't already, it's time to write your "portfolio area of excellence." Due by June 30. The mentor will provide feedback before the next scheduled meeting.</b>	
	Are you on track? If not on track, develop plans to remediate.	
<b>Goal Setting</b>	Have you reviewed your professional goals and objectives for the year? Resources: <a href="#">Professional Development Plan, Goal Setting Worksheet</a>	
<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	

## Year Five

<b>Getting Started</b>	Do you have any questions or items that need to be followed up on?	
<b>Certification</b>	How are you doing on your <a href="#">Maintenance of Certification?</a>	
<b>Promotion Preparation</b>	<ul style="list-style-type: none"> <li>How is your progress to date? Specifically scholarly activity, faculty development activities, teaching, service, and clinical activities.</li> <li>Have you reviewed the <a href="#">SOM Promotions &amp; Tenure website?</a></li> </ul>	
	How's your CV? Review your Matrices and Teacher's Portfolio with your mentor. Do they have any suggestions?	
	Are you keeping track of things in PRISM that will help you with your promotion process?	
	Are you involved in any hospital committees or other organizations?	
	Record faculty development activities attended in the survey.	
	How many scholarly works do you have? The target is five (5) publications or other scholarly products by the time you are up for promotion.	
	<b>How's your "area of excellence" from their portfolio exercise (this was due 6/30 of the previous year)? Review with mentor and discuss edits/additions.</b>	

	<b>It's time to write another portfolio (if still required by Faculty Promotions Committee) due by June 30. The mentor will provide feedback before the next scheduled meeting.</b>	
	Are you on track? If not on track, develop plans to remediate.	
<b>Goal Setting</b>	Have you reviewed your professional goals and objectives for the year? Resources: <a href="#">Professional Development Plan, Goal Setting Worksheet</a>	
<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	

## Year 6

<b>Getting Started</b>	Do you have any questions or items that need to be followed up on?	
	<b>You may need to have extra meetings this year to review and assist with dossier preparation.</b>	
<b>Certification</b>	How are you doing on your <a href="#">Maintenance of Certification?</a>	
<b>Promotion Preparation</b>	<ul style="list-style-type: none"> <li>• How is your progress to date? Specifically scholarly activity, faculty development activities, teaching, service, and clinical activities.</li> <li>• Have you reviewed the <a href="#">SOM Promotions &amp; Tenure website?</a></li> </ul>	
	How's your CV? Review your Matrices and Teacher's Portfolio with your mentor. Do they have any suggestions?	
	Are you keeping track of things in PRISM that will help you with your promotion process?	
	Are you involved in any hospital committees or other organizations?	
	Record faculty development activities attended in the survey.	
	How many scholarly works do you have? The target is five (5) publications or other scholarly products by the time you are up for promotion.	
	<b>It's time to write your remaining portfolios (if still required by Faculty Promotions Committee) due by June 30. The mentor will provide feedback before the next scheduled meeting.</b>	
	<b>How are you going to present yourself in the matrices – e.g. letters of recommendation, letters from patients, etc? How will you present your clinical work (if applicable)?</b>	
	<b>Who are you going to ask for letters of recommendation and how are they going to support what you put in the matrices?</b>	
	<b>Schedule a face-to-face meeting with the Appointments and Promotions Committee to discuss dossier preparation approximately around January (midpoint of 6<sup>th</sup> year). You will present your CV, CV Abstract, Matrices, and any portfolios that are completed. Provide this information to the committee at least 2 weeks before your scheduled meeting, so that it can be reviewed by the committee members in advance of the meeting.</b>	
	<b>Review <a href="#">Dossier Preparation Guide</a> and <a href="#">Dossier Checklist</a> from the <a href="#">SOM Promotions &amp; Tenure website</a>.</b>	
	<b>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 6<sup>th</sup> year.</b>	
	<b>Submit materials for dossier review by March 1 at the end of the 6<sup>th</sup> year.</b>	
	Are you on track? If not on track, notify the A & P Committee.	
<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	



## Year Seven

<b>Getting Started</b>	<b>You may need to have extra meetings this year to review and assist with dossier preparation.</b>	
<b>Certification</b>	How are you doing on your <a href="#">Maintenance of Certification?</a>	
<b>Promotion Preparation</b>	<b>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.</b>	
	<b>If dossier was not submitted to A&amp;P Committee by March 1, notify the A&amp;P Committee, and provide explanation and updates.</b>	
	<b>You're going to need to be available for recommended edits and input from A&amp;P Committee and to respond in a timely fashion.</b>	
	Keep maintaining their PRISM files longitudinally.	
	Record faculty development activities attended in the survey.	
<b>Goal Setting</b>	Have you reviewed your professional goals and objectives for the year? Resources: <a href="#">Professional Development Plan, Goal Setting Worksheet</a>	
<b>Recordkeeping</b>	Take the <a href="#">survey</a> .	

**CONGRATULATIONS!!**