

College of Medicine

Mentoring Guidelines for Tenure-Accruing Faculty

The Department Chair or designee (e.g. Division Chief) will initially select a mentor for all new assistant professors and all new faculty members. Upon the mutual agreement of the mentee and Chair, the original mentor may be replaced by another senior faculty member who has the interests and expertise to effectively mentor the new or junior faculty member.

The mentor will meet with the faculty member and provide him/her with a copy of both the University of Florida (<http://www.aa.ufl.edu/Data/Sites/18/userfiles/48/tp-guidelines-2016-17-final.pdf>) and College of Medicine (COM) Promotion and Tenure Guidelines. (available at <http://facultyaffairs.med.ufl.edu>). The first meeting should occur within the first six months of employment as a member of the COM faculty. The faculty member's scholarly interests should be discussed and plans developed for achieving sustained academic productivity. An annual mentor assessment will be completed each spring/summer until the faculty member is promoted in rank. Meetings are encouraged for more frequent intervals than annually, to discuss problems and assess progress on a regular basis. Mentoring sessions are also encouraged to continue after the faculty member is promoted but signed mentoring forms are not required.

In the College of Medicine, the mid-cycle review will occur after 3 years and after 6 years for faculty in the Tenure track and after 4 years for faculty in the Multi-Mission and Single Mission tracks.

At the end of each academic year the faculty member will prepare a summary of accomplishments for formal assessment by the faculty member's mentor and for annual departmental review. The mentor will prepare an annual assessment describing the faculty member's accomplishments and progress toward tenure and/or promotion. This assessment should be provided orally to the faculty member and he/she should be given an opportunity to respond. The mentor's assessment will be forwarded to the Department Chair for review and consideration as part of the annual performance review. In addition, the Mentoring Program Annual Assessment Confirmation form should be forwarded to the Dean's Office along with the faculty member's annual evaluation.