

## Mentoring for UBC Science Faculty Members

### Preamble

This Sample Mentoring Policy is intended to bring various issues to the attention of the departments. UBC Science does not necessarily advocate all features of this sample policy (such as the rotating of mentors).

### Sample Mentoring Policy

Each new (junior) faculty member is assigned a mentor by the department head, in consultation with the mentee and members of the department closest to the mentee. The commitment to make an assignment appears in the job offer and the assignment itself is made approximately at the time the mentee accepts the offer. The duration of the assignment is determined in consultation with the mentee and mentor.

Upon request, any faculty members in this department are assigned mentors.

Mentoring assignments are reviewed and evaluated once a year by the department head, in consultation with both the mentee and the mentor.

Mentoring assignments are posted together with other service assignments on the internal website and are treated as part of the administrative service load.

The mentor–mentee relationship can be terminated at the request of either mentor or mentee. Mentors can be rotated periodically. Mentees are encouraged to develop mentor–mentee relationships with more than one faculty member.

The responsibilities of the mentor are to check in periodically with the mentee to make sure things are going smoothly (at least once or twice per term).

The mentor should help the mentee navigate the system, for example, with regard to

- grant proposals, other sources of funding
- grant management
- research networking opportunities
- teaching requests, courses
- finding and supervising graduate students and post-doctoral fellows
- departmental activities.