

**Mentoring for UBC Science Faculty Members in the Departments****Preamble**

The UBC Faculty of Science promotes the mentoring of tenure-track and tenured faculty members. Mentoring provides much needed support and guidance to faculty, particularly in pre-tenure years. The goals of mentoring are to help prepare junior faculty for promotion and tenure and, more generally, to ensure our faculty members' success. Mentoring should also assist them in making informed decisions that sustain both academic/professional excellence at work and balance with other life choices.

UBC Science expects all departments to provide one-on-one mentoring networks and to assign an experienced tenured faculty member to each junior faculty member. UBC Science encourages all departments to facilitate informal and group mentoring activities as well as post-tenure mentoring.

**Principles**

The following principles should guide one-on-one mentoring for all departments.

Each new junior faculty member should be assigned a mentor by the head of the department.

Mentoring appointments are encouraged for associate professors and are optional for other (non-junior) faculty.

Each department should have a written mentoring policy which addresses issues such as:

- Assignment of mentors (when, how, who)
- Terms of mentoring appointments
- Degree to which mentoring counts towards administrative service
- Responsibilities of mentors and mentees
- Division of responsibilities between department head and mentor
- Annual review of the satisfaction level of the mentee
- Procedures for changing mentors
- Post-tenure mentoring.

All departments should have clear, written procedures (policy) on mentoring for faculty members. The policy should be filed with the dean's office. Any new or revised departmental policy should be provided to the dean's office for review.