

LSUHSC-New Orleans School of Medicine
Junior Faculty Guidance & Mentoring Program Guidelines

- 1) **Purpose & Goals:** To provide junior faculty with:
 - a) support and advice for professional development
 - b) tailored and frank feedback regarding their progress and plans, and
 - c) assistance in advancing to the next rank and achieving tenure, where applicable.
- 2) **Mentees:** Junior faculty (Assistant Professors and Instructors) are encouraged to participate. To initiate the process, junior faculty should:
 - a) contact Dr. Michelle Moore: m Bacon@lsuhsc.edu, or Dr. Amy Creel: acree1@lsuhsc.edu, Co-Directors of the Junior Faculty Guidance and Mentoring Committee
 - b) complete a Junior Clinical Faculty or Junior Basic Science Faculty application form found under the “Mentoring Program for Junior Faculty” tab in the LSUHSC School of Medicine Research webpage: <https://www.medschool.lsuhs.edu/research/>
- 3) **The process:** A tailored Mentoring Committee will be developed for each participant to provide conceptual and technical advice regarding their career focus as it relates to research, teaching, service to the institution, and community outreach activities in preparation for promotion and tenure.
 - a) The Directors of the Guidance and Mentoring Committee will assign two faculty members to form a Mentor Selection Subcommittee.
 - b) The two Selection Subcommittee members will meet with the mentee to review their application and discuss their research or clinical interests and career plans. The two Subcommittee members will then develop a Mentoring Committee consisting of two to three faculty members based on mentee’s interests and career track.
 - c) Mentors will include mid- and senior-level faculty members (Associate Professor, Professor, or Emeritus) from any basic science or clinical department from the LSUHSC-New Orleans campus. For possible mentors, please refer to the Faculty Interest page: https://www.medschool.lsuhs.edu/faculty_interests/SearchResearch.aspx
- 4) **Responsibilities of the Selection Subcommittee members:**
 - a) Acknowledge the assignment and confirm their agreement to work with another Subcommittee member and the mentee on the timely development of a Mentoring Committee.
 - b) Meet with the Junior Faculty participant (mentee) to discuss their research/clinical interests and career plans.
 - c) The two Selection Subcommittee members will work together to identify two to three faculty members based on the mentee’s research/clinical interests and career track.
 - d) They will report the names of potential mentors to Drs. Moore and Creel, and Ms. Helen Relyveld: hrelyv@lsuhsc.edu The Directors of the Guidance and Mentoring Committee will contact the recommended mentors and formally invite them to serve on the mentee’s Mentoring Committee.
 - e) Once the Mentoring Committee for a particular Junior faculty member is established, the chair of the committee will contact all parties so they can initiate meetings.
- 5) **Responsibilities of the Mentee:**
 - a) Once the mentoring committee for the mentee is in place, the mentee will distribute relevant materials electronically prior to meetings to allow committee members to arrive prepared to offer useful guidance.
 - b) Mentee will communicate specific meeting goal(s) to the committee prior to meetings.

- c) The mentee will meet with their Mentoring committee collectively or individually, as the mentee deems necessary.
- d) Regular meetings will discuss the mentees professional development and promotion and tenure process, including:
 - i) progress toward meeting LSUHSC promotion criteria (research, teaching, and service).
 - ii) goals and objectives that will provide clear benchmarks to assist in measuring progress during future meetings.
- 6) **Responsibilities of the Mentoring Committee members:**
 - e) The Mentoring Committee will ensure that meetings are productive and focused, and that the participants' goals for the meeting are met.
 - f) Listen to the needs of the mentee and offer advice on advancing their career (publications, teaching, presentations, continuing education, community engagement opportunities) and resources (literature, references, contacts of collaborators, etc.)
 - g) A designated committee chair will keep a log of meetings and topics covered.
 - h) Send written summary of each meeting to mentee, Mentoring Committee members, and Drs. Moore and Creel.
 - i) Initiate scheduling meetings if necessary
- 7) **Frequency & timing of meetings:** Each mentee's Mentoring Committee will meet at least twice per year but may meet more frequently as dictated by the mentee and the committee.
- 8) **Topics for mentee guidance may include:**
 - a) Time management
 - b) Publishing a clinical/research manuscript
 - c) Plans for the submission of grant applications, including scientific mentorship, collaborators, and grantsmanship advice
 - d) Information on available knowledge resources and training grant opportunities
 - e) Navigating key career transitions
 - f) How to seek help from faculty members with awarded grants
 - g) Participation in service to the community (at LSUHSC, specific for the mentee's field, local and national societies, and service to the lay public)
 - h) Teaching
 - i) Mentoring of grad students, residents, and post-docs
 - j) Compliance (modules, IACUC, IRB, EH&S, etc.)
 - k) Career development (grant writing workshops, diversity and inclusion workshops, continuing education, etc.)