

Ob-Gyn Guidelines for Mid-career and C-T track Mentoring

Mid-career is defined as the stage in one's career at which they have gained significant experience and expertise in their field. For many people, this is a time to review goals and identify areas for new challenges and opportunities.

CT, CHS and tenure track faculty in the Department of Obstetrics and Gynecology are encouraged to seek mentoring both in early and mid-career. Promotion Oversight Committees, required for CHS and tenure track, are established for assistant level faculty within their first year of appointment and terminate with successful promotion to associate level. CT track faculty are not required to have a Promotion Oversight Committee but may request mentoring at any time. Following are Ob-Gyn Department guidelines for optional additional faculty mentoring.

For Associate level faculty on CHS or tenure track – establishing a Post-Promotion Committee (PPC):

- 1) Within 3-6 months of promotion, a meeting will be scheduled with the newly appointed associate professor to include their POC Chair, Division Director, VC of Faculty Development and others as appropriate to discuss establishing a Post-Promotion Committee. If the Associate Professor wishes to have mentoring, structure for establishing their PPC will be identified during this meeting.
- 2) Identifying structure, mentors, duties and timelines for PPC:
 - a. Primary purpose for PPC – provide guidance toward next promotion with concurrent guidance related to career goals; promotion to professor is not required on any track, but can be requested after completing 5 years as associate professor.
 - b. Structure of PPC varies, depending on needs of the mentee. This could be 1:1 mentoring, or a small committee.
 - c. Identifying mentors – these may include the POC chair as an ongoing primary mentor, and/or other POC mentors, or entirely different mentor(s) depending on the needs of the mentee.
 - d. Schedule for meetings can be set as appropriate, but for consistency and effectiveness, should occur at least annually

For assistant and associate level CT track faculty – establishing Career Development Mentoring (CDM):

- 1) Each year during the Annual Performance Review process, CT track faculty are asked as part of their online self review if they wish to receive mentoring
 - a. When faculty request mentoring, their department reviewer will address this request during their 1:1 annual review meeting. In advance of this meeting, it is recommended that the faculty member complete an Individual Development Plan to identify their goals, and resources and obstacles they anticipate to achieving these goals
 - b. Division Director will work with VC of Faculty Development to identify structure for CDM, depending on the needs of the mentee. This could be 1:1 mentoring, or a small committee
 - c. Schedule of meetings with mentor(s) can be set as appropriate, but for consistency and effectiveness, should occur at least annually.