

Preamble

Following are some generally accepted recommendations for faculty mentees and mentors. Check your department’s mentoring policy for details on how mentor–mentee pairs are set up in your department and other policy issues on mentor’s and mentee’s roles.

Considerations for Mentor–Mentee Relations

- Mentor-mentee pairs may want to meet or exchange e-mail messages two to three times a term.
- Share information about the best way of keeping in touch, such as e-mail, popping in to each other’s office, or scheduling a coffee or lunch together.
- Keep sensitive discussions between mentor and mentee confidential.

Considerations for Mentor’s Role

- Mentors should check in with their mentee if they haven’t heard anything in a while.
- Mentors won’t know all the answers, but can point mentees to someone who might likely know.
- Mentors should ask about and praise accomplishments and help junior faculty members identify and build on their own strengths.
- Let your department head or faculty affairs designate know if you have questions or concerns.

Considerations for Mentee’s Role

- Mentees should be pro-active in asking for advice, and let the mentor know when a review meeting with the head is scheduled, or when re-appointment is coming up.
- Mentees are encouraged to change mentors whenever they feel the need, for example, to get different points of view, if interests/needs change, or if a mentor is on sabbatical.
- Mentees can ask their mentor to provide feedback on their CV before merit review or on a draft of a paper or grant proposal. Peer mentoring on classroom teaching can also be really valuable. If you ask someone to give feedback on a paper or grant proposal, take the feedback seriously, and let the mentor know you appreciate their input.
- A mentor’s opinion is always just that – an opinion. Getting different perspectives can often be very helpful.
- Become familiar with other resources that are available to support and strengthen junior faculty teaching and research (see UBC Science resources for faculty members).
- Let your department head or faculty affairs designate know if you have questions or concerns.

Acknowledgements

Many thanks to UBC Computer Science professors Rachel Pottinger and Anne Condon, who compiled the recommendations for the mentoring process.