

FACULTY MENTORSHIP PROGRAM

DEPARTMENT OF MEDICINE, UNIVERSITY OF ALBERTA

TERMS OF REFERENCE

The role of the faculty mentor is to guide and support the professional development of the new Faculty member.

On a regular basis, at least every six months), the mentor and the Faculty member will meet to discuss matter of career development. These discussions are conducted in confidence; their content may only be discussed with the Divisional Director or Department Chair (or any other person) with the mutual consent of both the mentor and Faculty member. The mentor will be asked to confirm to the Department Chair by letter that discussions of professional development have taken place; the mentor will be invited to bring any concerns or suggestions to the Chairs's attention but only with the agreement of the Faculty member.

The Faculty mentor's qualifications include a well-established track record in academic medicine. The mentor should not be the Director of the Division where the Faculty member holds his/her appointment.

The Faculty mentor is to be chosen in consultation with the Divisional Director and Faculty member by the Chair of the Department of Medicine.

The term of the mentor will be for one year and renewable. The faculty member will have an identified mentor until promotion to Associate Professor.