

# MENTORSHIP PROGRAM

DEPARTMENT OF MEDICINE, UNIVERSITY OF ALBERTA

## Essential Academic Mentor Qualifications

1. Associate or Full Professor
2. From a division other than that of the mentee
3. Interest in being a mentor
4. Willing to make time for this endeavor (minimum two meetings per year).
5. Able to provide constructive criticism; able to promote best performance from mentee
6. Good understanding of Department and Faculty organization, academic procedures and sources of external academic support
7. Approachable, empathetic, non-judgmental, supportive

## Expectations of Mentor by the Career Development Program

1. Meet with mentee at least twice per year to discuss career goals and progress.
2. Annually indicate above meetings have occurred.
3. Maintain strict confidentiality regarding information shared.
4. Be prepared to advocate on behalf of the mentee if required by approaching career development team but only with the mentee's permission.
5. Positive annual evaluation of mentor by mentee.

If the above expectations are not met or the relationship is unfulfilling on either individual's part, reassignment will occur.

## Mentee Responsibilities in the Mentorship Program

1. Accept ownership for own career development.
2. Set goals and timetables for completion of projects and invite reflections on progress towards them. These action plans can be reviewed at each mentor/mentee meeting.
3. Be open to suggestions, advice, feedback
4. Listen and ask questions
5. Be open about thoughts and feelings, provide feedback on what works and what doesn't.
6. Do honest self-assessment regularly.
7. Share mistakes and perceived areas for improvement.
8. Identify barriers to goal achievement and potential solutions.
9. Maintain confidentiality of relationship
10. Commit time and energy to mentor/mentee relationship.