Roles and Responsibilities for Mentoring Program Administration

Mentoring will be coordinated through departments, with the Dean's Office providing guidelines for a minimum level of mentoring and threshold for participation. In addition, the Office will serve as a resource for mentors and mentees, primarily through a website which will contain resources related to mentoring, and information about trainings. The Dean's Office will also provide central coordination for a bi-annual evaluation and recognition effort.

Dean's Office	Departments
Guidelines and Expectations	
Generate minimum guidelines for mentoring, in terms of – Meeting frequency (goal of monthly) – Pair review frequency (bi-annual)	Expand as desired beyond minimum requirements, e.g., – Extension of mentoring to other faculty – More frequent/structured meetings – Providing more than one mentor per faculty member
Mentoring Support and Coordination	
Maintain master list of mentor/mentee pairs Set participation standards for mentoring (at minimum, all assistant professors for the MSPH department that is their primary administrative home to be paired with one mentor)	Determine senior mentoring participants and match mentor/mentee pairs Review pairs bi-annually and rotate or renew pairings Provide on-going support to mentors and mentees, and adjudication as needed Monitor pairs for compliance with central and departmental expectations (e.g., frequency, etc)
Training and Supplemental Resources	
Set up/maintain centralized resources for mentoring – Web location for program guidelines and supplemental materials – Training sessions for mentors and mentees	Develop additional materials/trainings for department or division (e.g., economics mentoring compendium)
Assessment and Recognition	
Organize school-level awards/recognition of mentors Develop basic evaluation and distribute to departments Create cross-departmental mentoring committee to oversee program centrally (e.g., review/amend central mentoring guidelines, create and distribute mentoring awards)	Nominate faculty for recognition Participate in central evaluation, supplementing with department/division specific additions as desired Nominate faculty members to serve on cross-departmental mentoring committees
Coordinate Beyond Mailman School	
Coordinate with CUMC mentoring effort	

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