

**Department of Behavioral and Social Sciences  
Brown University School of Public Health  
Faculty Mentoring Program**

The overarching objective of the BSS mentoring program is to ensure that all BSS faculty members at the rank of Assistant and Associate Professor maintain consistent progress towards their professional career goals while accomplishing what is needed to sustain funding and achieve promotion and tenure. A secondary objective is for mentors to take an active role in facilitating networking with potential collaborators and /or alerting faculty members to grant and career development workshops and training opportunities. To achieve these goals, mentoring topics may include additional non-academic issues such as work/life balance and experiences of being a racial/ethnic, gender or sexual minority in academia. Both mentee and mentor are responsible for initiating discussion of these topics.

**Who will be mentored?** All faculty with primary appointments in BSS at the rank of Assistant and Associate Professor will be matched with a faculty mentor when they join the BSS department. It is expected that faculty will be mentored through promotion to Full Professor.

**Who will comprise the pool of potential mentors?** The mentoring pool will consist of BSS faculty of a higher rank than the mentee, as well as faculty in other Departments in the School of Public Health, or in other university departments, depending on the mentee's field, content area, and/or need. We propose that all BSS Associate and Full Professors participate as mentors in this program, thus providing the backbone of mentorship to faculty peers. Faculty with secondary appointments in BSS can serve as primary or secondary mentors.

New research term or research investigator track faculty should choose a primary mentor within their assigned center, as this primary mentor will be most familiar with center-specific policies and opportunities. New tenure track faculty can choose a primary mentor who is tenured (Associate or Full) either within or outside their assigned center. K award recipients may or may not prefer that the primary mentor be someone separate from the K mentorship team. It also is recommended that center directors pair new faculty members with a junior faculty member from the same center who can provide further informal support to facilitate transition into the center/institute.

Though not required or overseen by the department, early career faculty may choose a mentoring team of two faculty members to provide a more comprehensive mentoring structure. Faculty members outside of Brown are welcome to serve as secondary mentors, assuming they are willing to work within the structure and intent of the BSS mentoring program. For example, one mentor may share a common disciplinary training as the mentee (e.g., anthropologist, psychologist) while a second mentor may have expertise in a content area of interest to the mentee (e.g., HIV/AIDS, health disparities), or may have methodological expertise that could be helpful to the development of the mentee's research agenda.

**How will mentorship be determined?** Within three months of appointment in the department, the new faculty member will identify and rank their three top choices for a potential primary mentor. He or she should forward these names to the chair of BSS, who will consider fit and balance of mentees across department faculty

If problems arise in the mentoring relationship or if the mentee's mentoring needs change, then desired changes in the mentoring team should be discussed by the mentee with the mentor and/or the department Chair before they are implemented.

**How often will mentors and mentees meet?** Formal meetings of the mentee and mentor(s) will occur twice annually, once during October or November, in order to review progress and prepare the mentee for the annual center and departmental reviews. A second meeting should occur in March or April (after the annual review) in order to review and discuss departmental feedback and to evaluate any progress and/or challenges that have arisen. Additional meetings may occur on an as-needed basis throughout the year, at the discretion of the mentor and mentee.

**What kinds of mentoring should occur in the bi-annual meetings?** A crosscutting goal of the mentoring program is to review criteria for promotion and tenure annually to ensure the mentee's timely progress. This will require a review of the mentee's CV to provide advice regarding next steps, gaps to fill, opportunities to seek out, and opportunities that may not be advantageous at a given point in the mentee's career trajectory.

Other mentoring topics may relate to the mentee's career development within his/her discipline or content area, or to teaching, proposal development, and funding mechanisms. In conjunction with this, it is highly desirable for the mentee/mentor team to set goals that are achievable within a specific time frame (for example, prior to the next bi-annual meeting). Mentees may also seek advice on more personal issues such as work/life balance, "working smart," and learning when to say no. Mentors will also be encouraged to fill the role of "sponsor", i.e., to provide opportunities for career advancement such as introduction to colleagues who are potential collaborators, referrals for review of manuscripts or grant applications, and for speaking opportunities.

**Who will be responsible for organizing the bi-annual meeting?** The BSS administrative coordinator will send reminders in October and March of each year regarding the need to schedule bi-annual meetings. Mentoring meetings will be scheduled by the mentee and mentor(s). The mentee will be responsible for sending the mentor(s) his or her current CV, a memo regarding progress since the last meeting, and an agenda of any additional issues the mentee would like to discuss.

**Accountability monitoring.** In the annual report submitted to the BSS chair, mentees should include a description of their mentoring meetings and perceived benefits and concerns about the mentoring they are receiving.