**EXPECTATIONS FOR FAME MENTORING LEADS**

1. The mentoring lead will devote the requisite time to assuring the success of the mentoring program in his or her department.

2. Assist assistant professors between 1-3 years of service in identifying an appropriate primary career mentor. Mentors should be senior faculty members, associate and full professors, and may be outside the faculty member’s division, department, or even outside the institution provided they are willing and able to participate in the FAME mentoring program.

3. Assign advisors to faculty members with less than 1 year of service to help orient the faculty member.

4. Assure that mentorship best practices are being met as outlined in the College of Medicine Mentorship Best Practices Document and Mentoring Gantt Chart Timeline. This includes assurance that mentorship meetings occur at least once every three months, and that the mentor and mentee have developed a five year career development plan. Track accomplishment and report to FAME.

5. Prepare Mentors and Mentees for mentoring by directing to training, helping with goal setting, troubleshooting problems.

6. Meet with Mentors twice a year to discuss mentorship issues, best practices, and troubleshoot any problems. Assist in resolving barriers to effective mentorship relationships and mediate problems that may develop in the mentor/mentee relationships. Work with FAME Mentoring Leadership when necessary to resolve barriers and conflicts.

7. Meet with FAME Mentoring Leadership and other FAME Mentoring Leads three times per year to discuss mentorship progress and discuss challenges and solutions with mentorship leads from other Divisions.

8. Assist FAME in evaluating the mentoring relationships by distributing annual evaluation and completing the tracking spreadsheet.

9. Distribute mentorship resources that facilitate effective mentorship practices.

10. Attend the mentorship training provided by the CCTS (next session July 23 & 30) or other mentorship training programs.

11. Coordinate with the Department Chair to ensure that mentoring 5 year plans and goal achievement are assessed during the faculty member’s annual evaluation.