

NEW ASSISTANT PROFESSORS

- Upon arrival, discuss with the Chair and the Department's Mentoring Champion to select a Primary Mentor.
- Discuss with the Chair, Mentoring Champion, and the Primary Mentor to select two additional faculty members to form a Grant Review Team. This should occur within two months of arrival.
- Schedule meetings with the Chair, the Primary Mentor, and/or the Grant Review Team as needed to develop an NIH grant.

ASSISTANT PROFESSORS

Primary Mentor

- Each Assistant Professor should have a Primary Mentor (does not need to be a member of the department but this mentor should be familiar with the requirements of the departmental mentoring plan).
- The Chair, Mentoring Champion and the Primary Mentor will assist in identifying two faculty members to be on the Grant Review Team.
- Spontaneous and frequent interactions with the Primary Mentor are expected. Communications with the primary mentor should be initiated by the Junior faculty.

Meeting with the Primary Mentor

- A meeting with the Primary Mentor should be scheduled at least twice a year.
- The purpose of this meeting is to discuss goals and achievements in research, publications, grants, teaching, and administrative duties.
- A written agenda should be provided to the Primary Mentor. A copy of the agenda should be sent to the Departmental Mentoring Coordinator, who will keep them on file.
- If desired, an Individual Development Plan can be prepared and used to monitor the progress toward specific goals.

Grant Review Team

- Consist of the Primary Mentor and two other faculty members in any departments.
- Schedule a meeting with the Team in the early stage of grant development. This should be at least several months before planned submission. At this stage, an Assistant Professor will present ideas and specific aims to the Team to obtain feedback before the Assistant Professor is in a strong position to start writing. Follow-up meetings should be scheduled as needed.
- A draft proposal should be provided to the Team at least four weeks before the due date.
- A review meeting should be scheduled at least three weeks before the due date.
- It is strongly encouraged to schedule a meeting with the Team following a presentation at a Faculty Research Seminar.

Junior Faculty Meeting

- Assistant Professors will meet with the Mentoring Champion as a group twice a year.

- The Mentoring Champion will also attend the meeting to identify the mentoring needs of Assistant Professors.

NON-TENURED ASSOCIATE PROFESSORS

Meeting with the Primary Mentor

- Biannual meeting with the Primary Mentor should be scheduled as described for Assistant Professors above.

Grant Review Team

- Consist of the Primary Mentor and two other faculty members in any departments.
- Schedule a meeting with the Team in the early stage of grant development as described for Assistant Professors above.
- A draft proposal should be provided to the Team at least four weeks before the due date.
- A review meeting should be scheduled at least three weeks before the due date.

TENURED ASSOCIATE AND FULL PROFESSORS

Grant Review Team

- Consist of three faculty members in any departments.
- A draft proposal should be provided to the Team at least four weeks before the due date.
- A review meeting with the Team should be scheduled at least three weeks before the due date.

ALL FACULTY

- All tenure-track faculty are expected to present at department's Faculty Research Seminars.
- All tenure-track faculty are expected to assist in mentoring junior faculty (non-tenured) when needs arise.

DEPARTMENTAL ACTIVITIES

A strong sense of community and the culture of peer-mentoring have developed in the Department over the years via open, spontaneous, and supportive interactions. Several opportunities exist to maintain and strengthen this culture. Scientific interactions include the Faculty Research Seminar Series, the Research and Methods Seminar Series by students and postdocs, and the Extramural Seminar Series. Social events are also a key to cultivating camaraderie. Many of the faculty members are also regular participants in the Graduate Student Association's social events.

Nominating Assistant Professors for Teaching and Research Awards

The Mentoring Champion will be responsible for identifying suitable candidates for awards in consultation with the Primary Mentors.

How the plan is monitored

- The Mentoring Champion will monitor successful mentoring and faculty satisfaction through informal meetings and spontaneous conversations.
- The Mentoring Champion will attend Junior Faculty Meetings to ensure all mentoring needs are met. If any deficiencies are identified, the Mentoring Champion will facilitate the discussion with the Primary Mentor to take action.
- The Chair will monitor individual faculty members' progress during the annual faculty evaluation.

At MUSC, we strive to create an academic healthcare community where every member is respected and valued, and where differences enable us to impact patient care, research, and education positively. In designing and implementing department mentoring plans, it is very important that the plan includes effective mentoring approaches that consider each mentee's background, strengths, and needs to enhance the chances of academic success