

SUGGESTED TASKS FOR FACULTY MENTORS:

1. Keep watch over the assistant professor's CV (have the Mentee bring a copy of her/his CV to a meeting at least once a year) and suggest changes in emphasis if needed.
2. Pay careful attention to things that matter most in getting tenure: 1) number of publications and prestige of the journals, 2) number of grants, 3) number of students advanced to candidacy and graduated, and 4) impact of research on the field.
3. Advise the faculty member on hiring and supervising students and post-docs.
4. Be a champion of the Mentee in departmental matters. Specifically, make sure that your Mentee: 1) has adequate space and facilities to do their research and is aware of department facilities that will be useful to him/her, 2) is fairly allocated a mix of undergraduate and graduate classes to teach, 3) is fairly assigned to high-quality service duties.
5. Give advice on which funding agencies to pursue in applying for grants, and offer to read and comment on grant proposals before submission. Your Mentee may be hesitant to burden you with the later so assure them you want to help.
6. Nominate your Mentee for any applicable awards at the department or campus level or in their particular field.
7. Nominate your Mentee to be a speaker at national or international conferences and a colloquium speaker at prominent universities (Note the desire to have other faculty at UC schools be familiar with them in order to request letters of evaluation for the Mentee when she/he goes up for tenure.)
8. Request that Mentee write up a plan (rough outline) for their career leading up to tenure. Include a timeline. Critically evaluate it and suggest additions/subtractions or changes in emphasis, if needed.
9. Explain how the merit and promotion process and CAP works. Explain accelerations, and advocate to the Mentee and departmental promotion committee when it is merited.
10. Explain the UCI maternity/paternity and family leave policy and the option of stopping the clock.
11. Be a conduit of information. If your advisee needs information on something that you do not know about then ask the Equity Advisor or departmental staff for help. Sometimes it is easier for a third party to obtain unbiased information.
12. Keep in mind that some information your mentee will discuss with you he/she may consider confidential. You should respect that confidentiality, except in some cases (such as those involving criminal behavior, sexual abuse, fraud against the university, gross misconduct or threats to personal health and safety) where the issue should be brought to the attend of the higher authority (UCI police, OEOD, Ombudsman, etc.). If you need help with an issue like this, please contact your Equity Advisor for assistance.