

**MENTORING FOR
NEW FACULTY**

CWRU School of Medicine

Mentoring for New Faculty, SOM

There is an annual **New Faculty Orientation** program organized by Dan Anker that includes access to various facilities and establishing a research career. This involves faculty and administrators and is usually done in the Fall, and there is some material at Faculty Affairs (<http://casemed.case.edu/facultyaffairs/faculty/faculty.cfm>).

Individual new faculty mentoring is left to the Chairs, and can be variable. In some departments, one or more more senior faculty member is “assigned” to the new faculty member, or is selected by a faculty member on arrival. These individuals are asked to meet with the new faculty individually, several times a year, and serve as advisors for how/when to identify grant opportunities, provide feedback on research plans, read drafts of papers or grants, and other less formal advising capacity.

Annual Faculty Activity Reports include sections for goal-setting and comment by the chair and can form an occasion for mentoring by the Chair. Formal **three, and six year reviews** occur in the basic sciences and are implemented by departmental CAPTs, with formal letters provided to candidate, and filed.

Within the Medical Scientist Training Plan, new faculty approved as trainers must identify a senior mentor to advise them about doctoral training, until at least one student has earned a PhD.

In addition, several "guides" or "handbooks" are posted at Faculty Affairs that collate and explain practices at the School of Medicine, listed below. Additional materials about CAPT etc are also posted.

Annually, Faculty Affairs in combination with the School CAPT organizes a **Workshop on Promotions and Tenure**. These can be extremely useful in understanding the process and achievements required, and are open to any faculty at any year, and are useful when repeated.

In addition, the **Women Faculty of the School of Medicine** (<http://casemed.case.edu/wfsom/>) have monthly meetings and

periodic presentations/workshops that highlight professional skills and networking. This group participates in identifying candidates for the Executive Leadership in Academic Medicine program, and includes presentations from faculty who completed ELAM and other AAMC junior and mid-level faculty.

1. **General**

- **CWRU Faculty Handbook**The University's official document concerning faculty rights and the faculty-university relationship; nobody reads it for fun, but this is the official authority
- **Guide (unofficial!) to the School of Medicine @ CWRU**Informal advice, who's who in the administration and departments, how does faculty governance work, intro to the structure of faculty appointments, what is the cycle for promotions, how do I change appointment tracks, what is the correct format for my CV, etc.?
- **School of Medicine Faculty Bylaws**The official faculty governance system in the medical school
- **Space and Facilities Planning Fact Sheet**Who do I call to get a key, reserve a conference room, repair my phone, arrange for my mail, etc?
- **Climate Survey**

2. **Computers and Technology**

- **CWRU Network Account/User ID and CWRU ID Card Information**Every full time faculty member should arrange for a CWRU email account, even if only to forward mail received there to your primary account. Many official notifications will occur only by email.
- **Information Technology Resources at Case Western Reserve University School of Medicine**Repeat advice on getting a network ID and access along with other contacts for spam control, electronic university calendar, passwords, etc.
- **IT @ CWRU 2011**

- http://casemed.case.edu/admin_computing/
 - 3. **Library Resources**
 - **Electronic Information Resources (without tears) for the Health Sciences** Provides information regarding the Cleveland Health Sciences Library and an introduction to the electronic holdings.
 - **QuickLinks to Electronic Library Resources** Links to the library catalog, the list of journals currently available electronically, etc. You'll need that Case network ID and network access to use Case VPN to gain access from off the main CWRU campus!
 - 4. **Promotion and Tenure**
 - **Abbreviated Promotion Standards** A two page summary of the tenure track and non-tenure track expectations for promotion to associate professor and professor and the award of tenure
 - **Qualifications and Standards for Appointment, Promotion, and Tenure** The official document: tenure; tenure track and non-tenure track; promotion standards, etc.
 - **What you Need to Know Now to be Promoted Later**
 - 5. **Teaching Related**
 - **PhD and Masters programs**
 - **MD programs**
 - **University Program**
 - **Western Reserve² Curriculum** A PowerPoint presentation outlining the goals, structure, and components of the University curriculum.
- Cleveland Clinic Lerner College of Medicine Program** A detailed summary of this innovative 5-year curriculum designed to train the physician investigators of tomorrow