



## 10 Best Mentoring Practices

1. **Be available:** take the initiative to make the first contact; set a mutually agreed upon schedule of meetings.
2. **Listen and ask questions: essential skills!** Suspend judgment; be sensitive to situations or problems that you may not have encountered.
3. **Offer support:** help faculty get acclimated to new situations; be positive.
4. **Offer guidance and advice:** assist mentee in establishing a balance between teaching, research, and service responsibilities.
5. **Practice and encourage direct communication: this is a 2-way street!** Get to know your mentee; let your mentee know your mentoring style and philosophy; discuss expectations; offer constructive feedback; be honest; respect privacy.
6. **Advocate for rights:** educate faculty regarding institutional policies; understand differences for individuals from underrepresented groups.
7. **Help establish relationships:** help mentee establish networks of support; introduce faculty to colleagues, administrators, and others they need to know.
8. **Appreciate the multi-dimensional nature of mentoring:** understand that your role may change from counselor to coach to advocate to challenger and no one person can meet all these needs all the time.
9. **Set goals:** short term (people, procedures) and long term (promotion, professional profile, tenure).
10. **Assess your relationship:** take the role of mentoring seriously, stay active; ask for help with difficulties.